



## **CCAS Software Training**

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**CAS2Net and CCAS Spreadsheet**

**2003 CCAS Cycle**

- Introduction
- CCAS Process Review
- CCAS Tools Overview
- Summary of Changes
- CAS2Net Training
- CCAS Spreadsheet Training
- Help Desk
- Schedule of Events

# 11 Step CCAS Process

## Steps 1 to 2 are Pre-Pay Pool Panel

- 1 - Self-Assessment of Contributions by Employee
- 2 - Supervisor Assessment of Employee's Contributions

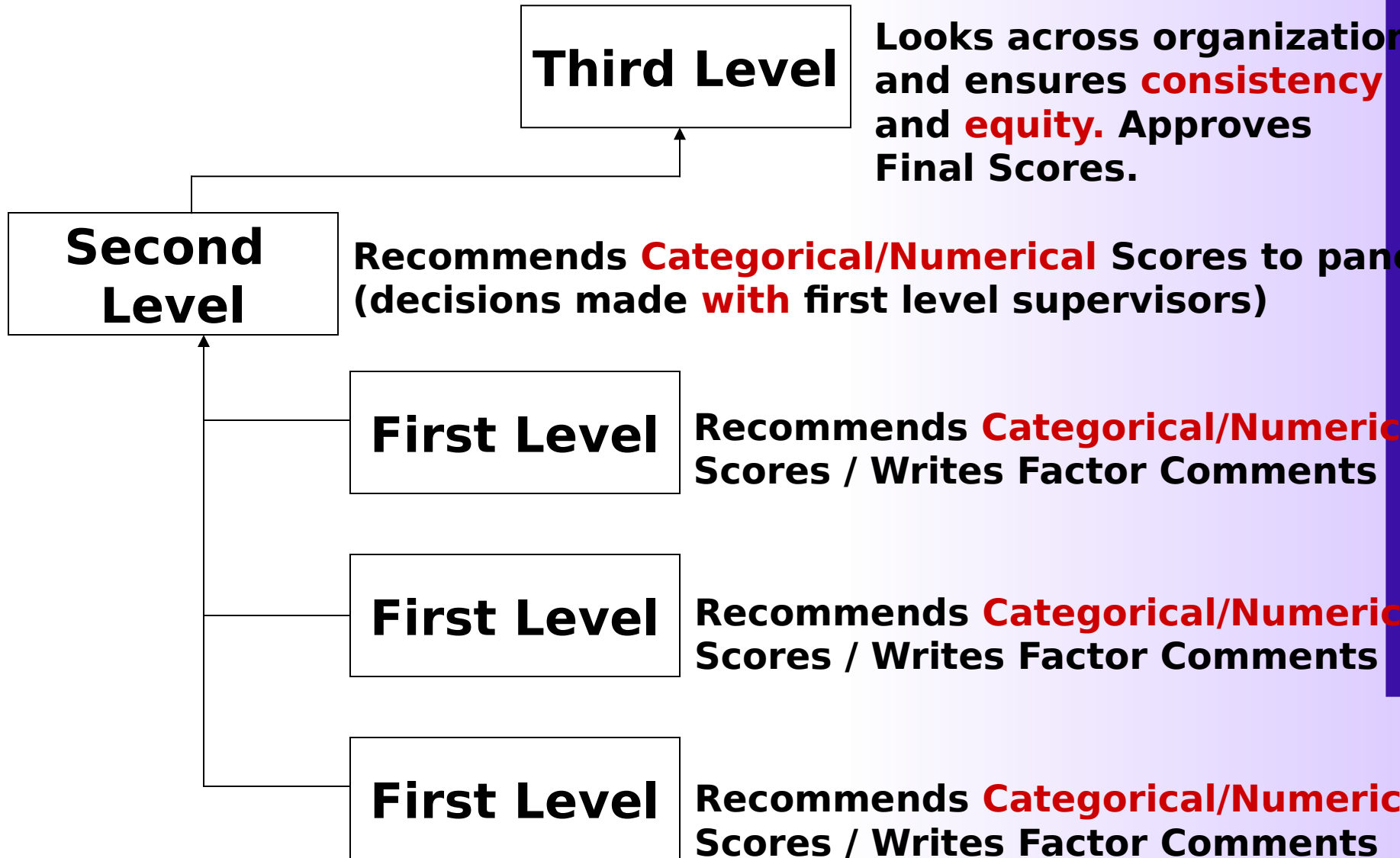
## Steps 3 to 9 are Pay Pool Panel

- 3 - 1<sup>st</sup> meeting, initial rack and stack of employees
- 4 - 1<sup>st</sup> meeting, numerical scores established
- 5 - 2<sup>nd</sup> Meeting - Re-check scores and OCS listing
- 6 - 2<sup>nd</sup> Meeting - Pay Pool Panel Manager approves OCS listing
- 7 - Plot OCS Against Base Salary
- 8 - Compute GPI, CRI, and CA based on Overall Contribution Score
- 9 - 2<sup>nd</sup> Meeting - Review Compensation for fairness and consistency

## Steps 10 to 11 are Post-Pay Pool Panel

- 11 - Supervisor Communicates Results to Each Employee

# Scoring Responsibilities



# Sub-Pay Pool Panel

- **The sub-panel should:**
  - **Consolidate** factor scores from all lower level supervisors
  - Identify benchmarks in each factor/OCS
  - Establish **rank order** for each factor and each category (2M, 3H, etc.)
  - **Adjust** (if required) numerical factor scores for each employee and **communicate** with rating official
  - Determine Overall Contribution Score (OCS)
  - **Understand** and validate the result of the OCS (i.e. above the upper rail or below the lower rail)
  - **Approve** scores when ready to present to pay pool panel

# Ranking by career path, category, and factor

**NH Career Path**

**Problem Solving**

BENCHMARK

**Highest contributor**  
in 3M category

**Lowest contributor**  
in 3M category

<b>3 Medium (3M)</b>	<b>67-78</b>
Mary, John, Bill	78
Barry, James	74
Sarah	70
William	67

# Ranking by career path, category, and factor

**NH Career Path**

**Problem Solving**

**Highest contributor**  
in 3M category

**Lowest contributor**  
in 3M category

<b>3 Medium (3M)</b>		<b>67-78</b>
<del>Mary, John, Bill</del>		78
Barry, James		74
Barry, Sarah		70
William		67

# Pay Pool Panel

- **The pay pool panel should:**
  - **Consolidate** scores from all sub-panels
  - Identify benchmarks in each factor/OCS
  - Validate **rank order** for each factor and each category (2M, etc.)
  - **Adjust** (if required) numerical factor scores for each employee and **communicate** with rating official
  - **Understand** and validate the result of the OCS (i.e. above the upper rail or below the lower rail)
  - Determine **Final** Overall Contribution Score (OCS)
  - Determine Compensation and Check for Equity and Consistency



# Role of the Data Maintainer

## Manage Data

Ensure personnel data is correct in CAS2Ne

Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc.)

## Trusted Agent

## Present Data

Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions

**Understand  
CCAS**



## **CCAS Software Overview**

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# CCAS Software Overview

- Oracle application called **CAS<sup>2</sup>Net**
  - Accessed from user's PC via the internet using Netscape or Internet Explorer

## Master Database

- Used to update and maintain all pay pool personnel data, add and delete records, and record post-cycle activities
- Used to generate data files for import into the spreadsheet
- Used to generate transaction files to update DCPDS and data files for post-cycle analysis

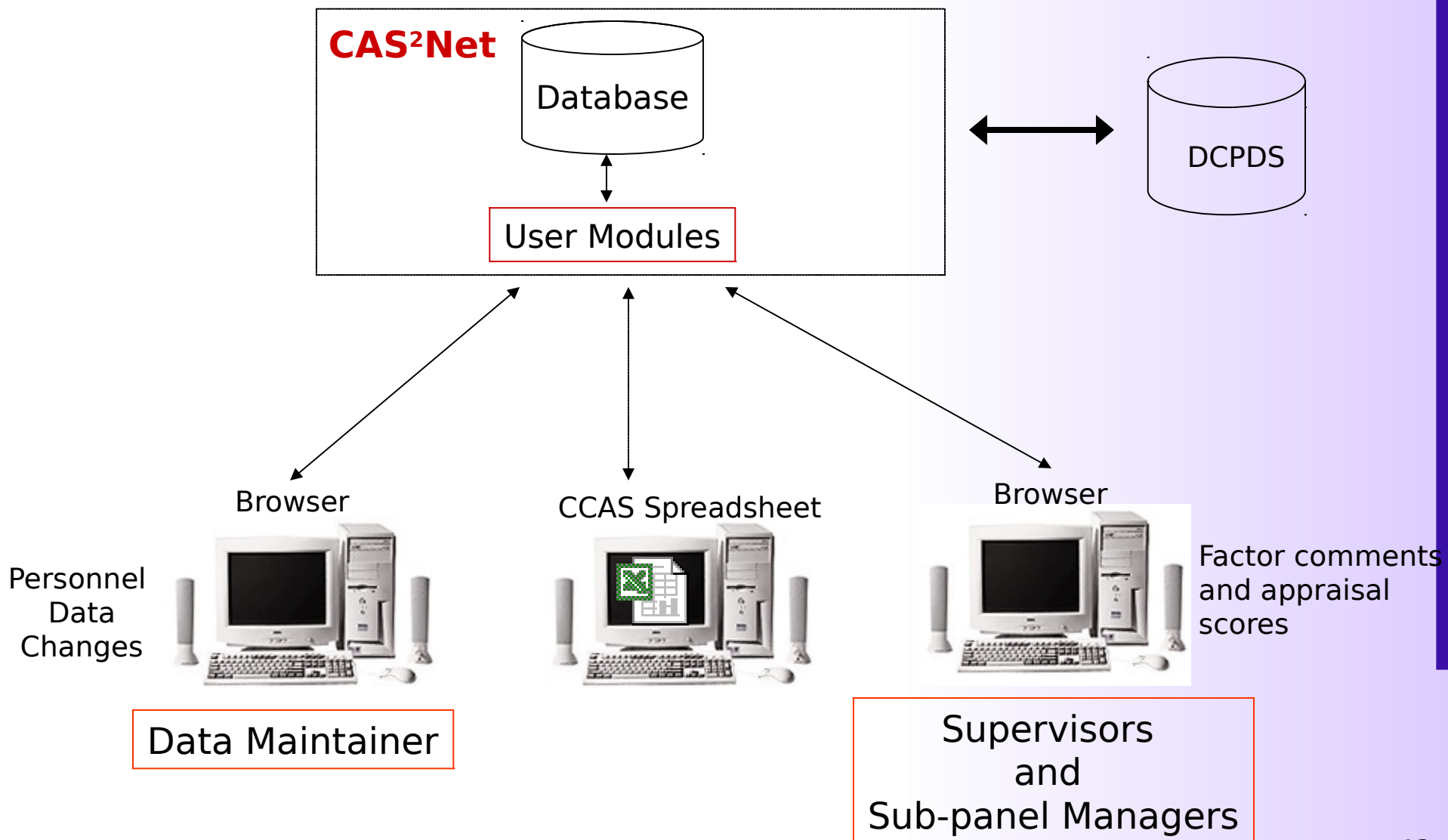
## Appraisal and Sub-Panel Meeting Modules

- Used by first level supervisors to set scores and to input factor comments
- Used by second level supervisors in concert with first level supervisors to review scores (sub-panel meetings)
- Used to print Part II forms

# CCAS Software Overview

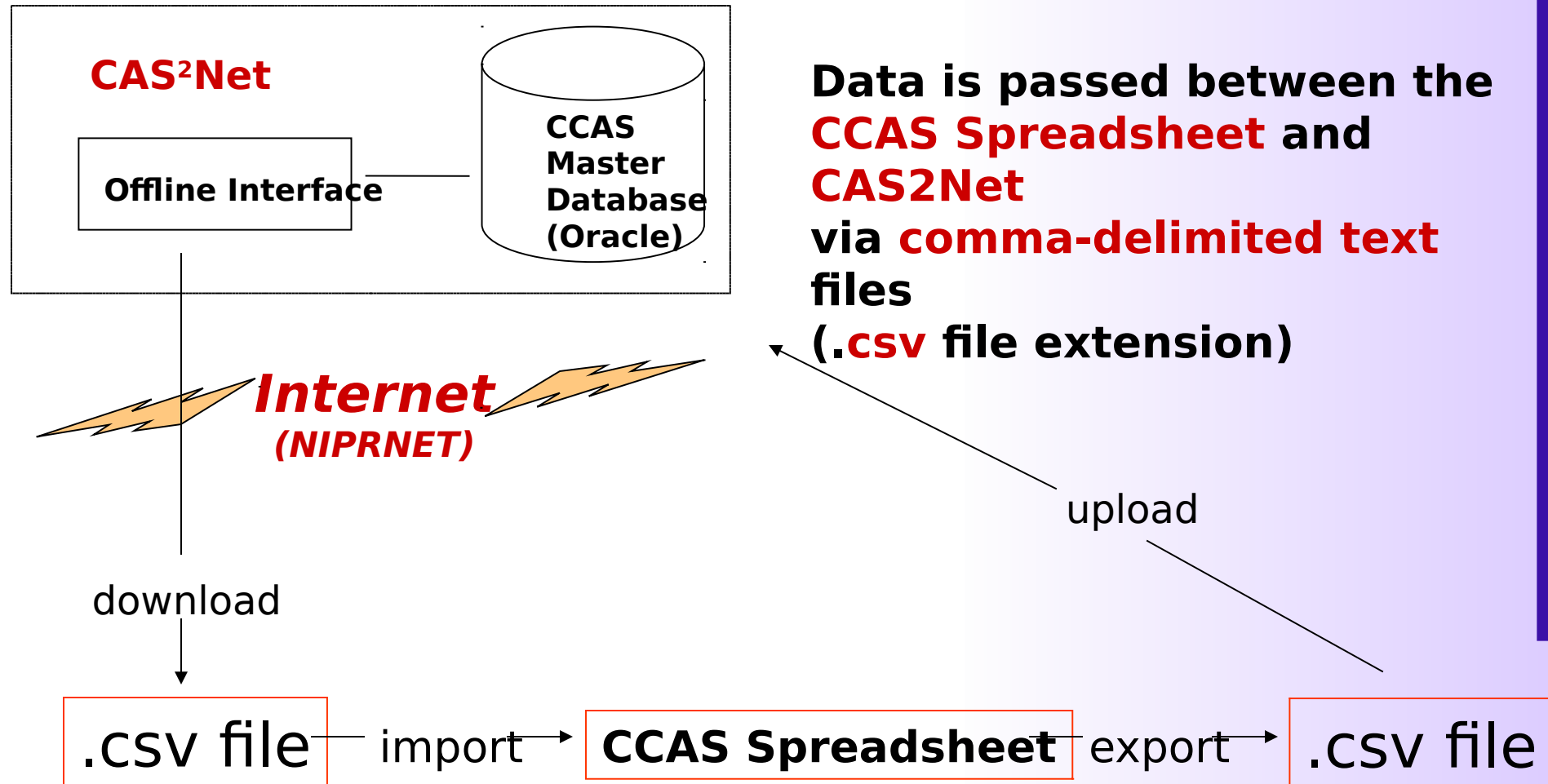
- Sub-Panel Meeting Spreadsheet (MS Excel application)
  - Offline alternative for sub-panel to review/set scores
- CCAS Spreadsheet (MS Excel application)
  - Review scores of entire pay pool
  - Used to set GPI, CRI, and CA compensation adjustments
  - Used to generate Part I of each employee's appraisal form
- Comma-delimited text files (.csv)
  - Used to pass data between the database and the two spreadsheets

# CCAS Software Architecture



# CCAS Software Architecture

## Importing and Exporting Files



# Minimum HW/SW Requirements

**Computer/Processor** PC with Pentium 75 MHz or higher

**Operating System** Win 95/98, Win NT 4.0 Service Pack 3 or later,  
Win 2000 Professional, or Win XP.

**Memory** Win 95/98: 16MB RAM-O/S plus 4MB for Excel  
Win NT/2000/XP: 32MB RAM-O/S plus 4MB for Excel

**Hard Disk** At least 150 MB of free space, 250 MB recommended

**Browser** Netscape Navigator 4.07 or later or Internet Explorer 5.0  
or later

**Display** VGA or higher-resolution monitor  
Super VGA or better recommended

**Peripheral** Mouse

**Other software** Microsoft Excel 97, Excel 2000, or Excel XP  
Adobe Acrobat Reader 3.0 or higher



## Summary of Changes

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## CAS2Net - Main Screen

- Added “Session Info” box in the left-hand frame (module selections) to indicate the assumed user and role for superusers
- Standardized terminology for supervisory levels throughout CAS2Net (sub-panel, etc.)

## CAS2Net - Data Maintenance

- If a query returns only one record, the Employee Detail screen automatically opens (saves a step)
- Employee Detail screen has links to “bottom” at the top and “top” at the bottom
- Duplicate SSAN’s (across all pay pools) are now flagged upon creation of new records
- New post-cycle activity category for “demotions” (in addition to joiners, leavers, temp promotions, and permanent promotions)

## CAS2Net - Data Maintenance (cont'd)

- New post-cycle activity links explain what to do when an employee is promoted, leaves, or joins
- Can now assign employees to supervisors or assign supervisors to employees
  - Can still replace supervisor assignments en mass
- If an employee's status is changed from non-presumptive to presumptive, any existing factor scores are wiped out
- If employees are added or deleted or any pay or presumptive status are changed after close out, data maintainer receives a warning that pay scenario must be re-done

## CAS2Net - Employee Appraisal

- Supervisors can now enter both recommended categorical and numerical scores
- Pay pool managers can now enter both categorical and numerical scores for their direct reports
- Expanded the narrative limit to 4,000 characters per factor
- Added NH, NJ, and NK to Career Path titles

- On-Line Categorical Score Module
  - Optimized the code to speed up processing
  - Added numerical score ranges to each category box label (e.g., for NH, “3M (67-78)”)
  - Added pay band after each employee’s name
  - Added ability to assign numerical scores by double-clicking on employee’s name
  - Added on-line scatter plot
  - Deleted “Last Years OCS” from the Composite Score Module and added “Expected Score” and “Rail Position”

- Added an off-line (spreadsheet) option
  - Can download a file at any time, even if preliminary scores are missing
  - Scores can either be recorded directly on the main data sheet or through an interface that mimics the on-line preliminary score module
  - This spreadsheet does not compute pay increases or awards ... it is for scoring only!!

## CAS2Net - Appraisal Status and Locks

- Module shows appraisal status by first level supervisor, sub-panel manager, and entire pay pool
- Data Maintainer now controls locks
  - Can lock/unlock individual sub-panels (freezes scores but not factor comments)
  - Can lock/unlock entire pay pool (freezes scores and factor comments)

## CAS2Net - Reports

- New link to download employee data in .csv format (can then be opened and formatted in Excel)
  - Can select the data elements to be included
- New “Adverse Action” Report
  - Lists employees previously in Zone A (above the upper rail)
  - Lists employees with previous mandatory CIP’s
- Sub-Panel Managers will have access to Parts II for all employees under them (not just direct reports)



# CAS2Net - Data Quality Assurance

- New internal DQA report, can be run by data maintainer at any time to check for:
  - Employees with no first-level supervisor, sub-panel supervisor, or pay pool manager
  - Employees with start date out of range
  - Missing CCPO, Service, Career Path, Broadband, or Locality Area
  - Post-cycle promotions with base pay  $\geq$  promotion pay
  - Post-cycle demotions with base pay  $<$  demoted pay
  - Post-cycle promotions with promotion pay outside of range
  - Presumptives to be recertified but have no previous OCS
  - Presumptive due to time status does not match start date
  - Base pay is too low for broadband and career path
  - Retained pay status is inconsistent with base pay
  - Duplicate SSAN's
  - More than one person listed as pay pool manager
  - Post-cycle promotion with current broadband  $\geq$  promotion broadband
  - Post-cycle demotion with current broadband  $\leq$  demotion broadband
  - Expired temporary promotions
- External comparisons with DCPDS will still be done by SRA with discrepancy reports distributed via Pay Pool Notices

## CCAS Spreadsheet

- Can download a file at any time (even if scores are missing); however, it can only be used for the entire pay pool, not for a sub-panel
- Can now see the employee's name if you "hover" on a dot on the scatter plot
- Added the GPI, CRI, and CA funding percents in the headings of the purple delimiter columns for these sections of the spreadsheet

## CCAS Spreadsheet (cont'd)

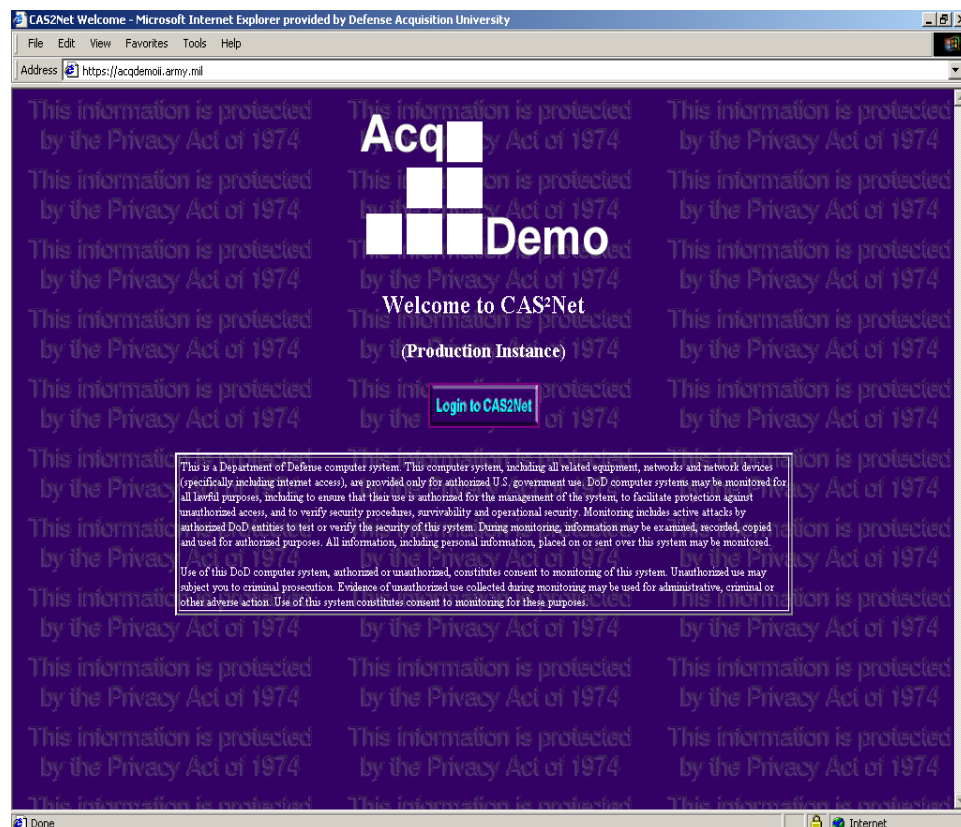
- Deleted the rollover CRI to CA option from the parameter sheet and inserted a new column (T) called “Rollover CRI to CA” with the following values:
  - “1” (default), automatically rolls capped CRI to CA for that employee
  - “0” does not roll capped CRI to CA for that employee
  - “2” rolls ALL CRI to CA for that employee (some pay pools want to give CRI to departing/retiring employees as CA)



## CAS2Net Training

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# Logging onto CAS2Net



- <https://acqdemoii.army.mil>
- Username and password are initially your last name + your first initial + the last 4 digits of your social security number
- For example, Francis Freeman (333-33-3333) would have an initial account of:
  - Username: freemanf3333
  - Password: freemanf3333



# Changing Your Password

The screenshot shows a web browser window titled "CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University". The address bar shows a URL. The page content is titled "Password Maintenance". It displays the user's current login session information: "Name: Freeman, Francis" and "User ID: A1FREEMANF9153". A box lists the criteria for a new password: "A new password must meet the following criteria: Be at least 8 characters long, Contain at least one uppercase letter and one number, Cannot begin with a number, Cannot contain one of the following special characters: @ /, Be different from your username, Be different by at least 3 characters from current password". Below this, there are three input fields: "Enter current password:", "Enter new password:", and "Re-enter new password:". A "Submit" button is at the bottom. The left sidebar contains navigation links: "Appraisal Status and Lock", "Reports", "Data", "Maintenance", "Issues Tracking", "Paypool Notices", "Logout", and "Exit CAS2Net".

**Acq Demo**

[Appraisal Status and Lock](#)  
View and lock employee appraisals

[Reports](#)  
View or print reports in PDF format

[Data](#)  
Maintain employee data

[Issues Tracking](#)  
Problem reports and change requests entry and tracking

[Password Maintenance](#)  
Change your password

[Offline Interface](#)  
Offline Interface

[Paypool Notices](#)  
Important information for your paypool

[Logout](#)  
Exit CAS2Net

**Password Maintenance**

Your current login session is:  
Name: **Freeman, Francis**  
User ID: **A1FREEMANF9153**

A new password must meet the following criteria:

- Be at least 8 characters long
- Contain at least one uppercase letter and one number
- Cannot begin with a number
- Cannot contain one of the following special characters: @ /
- Be different from your username
- Be different by at least 3 characters from current password

Enter current password:

Enter new password:

Re-enter new password:

- It is very important to change your password
- Your new password must meet the following criteria:
  - Be at least 8 characters long
  - Contain at least one uppercase letter and one number
  - Cannot begin with a number
  - Cannot contain one of the following special characters: @ /
  - Be different from your username
  - Be different by at least 3 characters from current password

## Role of the Data Maintainer

### Manage Data

Ensure personnel data is correct in CAS2Ne

Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc.)

### Trusted Agent

### Present Data

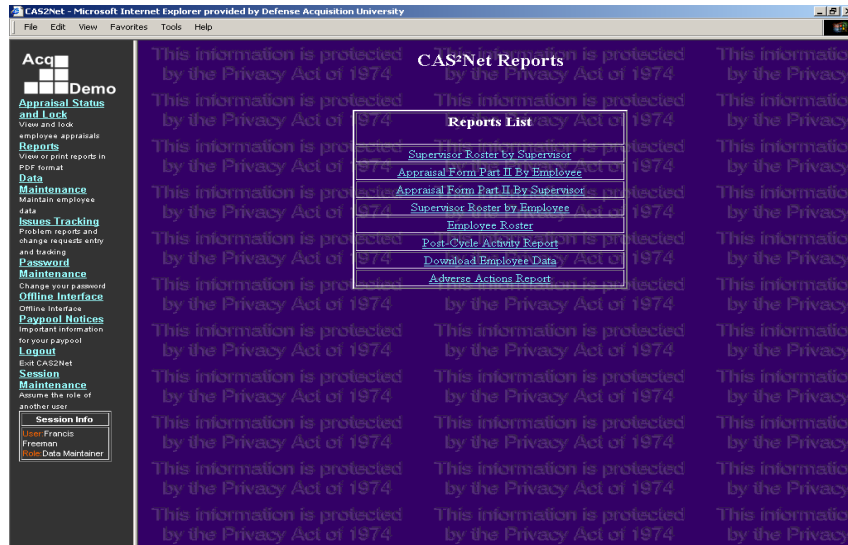
Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions

**Understand  
CCAS**



# Reports Module

## Ensuring data is correct

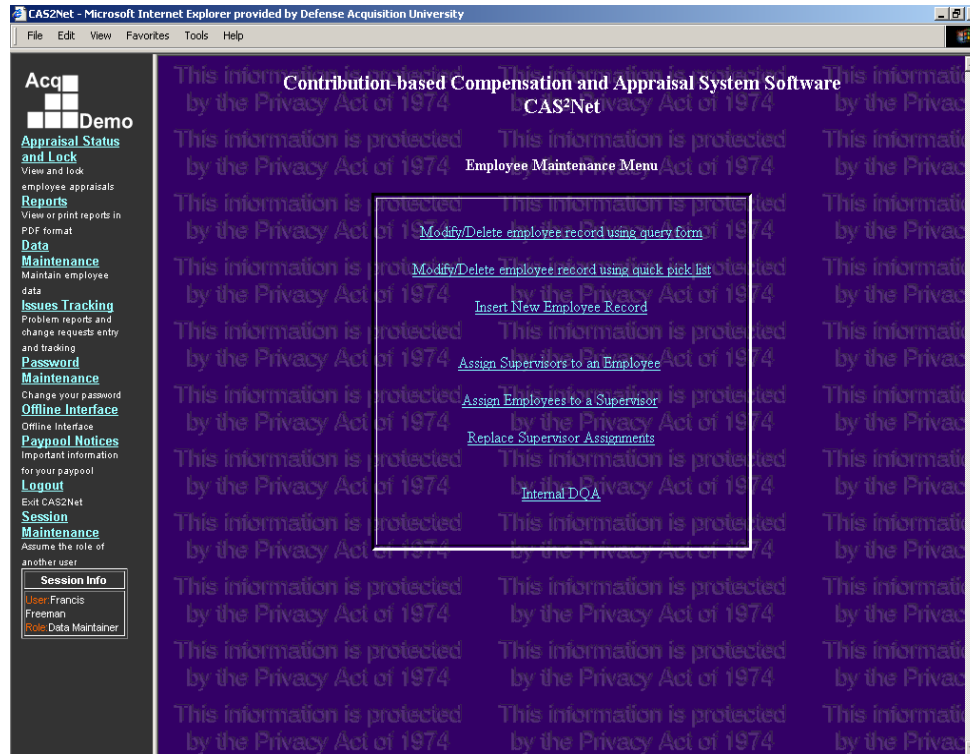
[illegible]

- Employee roster
  - Best way to get a snap shot of your pay pool
  - Need to ensure that every employee has the correct information (salary, broadband, career path, locality, CCPO, occupational series, presumptive status, retained pay)

- Download employee data – **NEW!**
  - Download (.csv format) pay pool data and pull into a blank Excel spreadsheet

# Data Maintenance Module

## Adding, Modifying, Removing Employees/Supervisors



- Adding Records
  - Insert New Employee Record
- Changing Records
  - Modify/Delete using Quick Pick List
  - Modify/Delete using Query Form

# Data Maintenance Module

## Inserting a new employee/supervisor record

The screenshot shows a web browser window titled 'CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University'. The left sidebar contains a navigation menu with links: Appraisal Status and Lock, Reports, Data Maintenance, Issues Tracking, Password Maintenance, Offline Interface, Paypool Notices, Logout, Session Maintenance, and Session Info. The main content area is titled 'Add an Employee Record' and contains the following sections:

**Part 1 - Complete this section for all Demo and Non-Demo employees**

Enter values for a new employee record.  
Required fields are colored yellow and marked with an asterisk \*

First Name: \* [text box]  
Middle Initial: [text box]  
Last Name: [text box]  
Suffix: [text box]  
SSN: \* [text box]

**Part 2: Complete this section for all Demo employees**

Demo: ☒ Demo  
Start Date: [text box] Calendar  
(mm/dd/yyyy)  
End Date: [text box] Calendar  
(mm/dd/yyyy)  
Basic Pay: [text box]  
Retained Pay: ☐ Retained Pay  
Status: [text box]  
Presumptive: ☐ None  
Rating Status: ☐ Due to time  
☐ Due to circumstance (recertify)  
☐ Due to circumstance (expected)  
Last OCS: [text box]  
Post-cycle: ☐ None

- Demo Employees
  - Name
  - SSN
  - Demo checkbox (checked)
  - Start date
  - Basic Pay
  - Retained pay (tied to salary and CP/BB)
  - Presumptive status
  - Post cycle activity (promotions, etc.)
  - CCPO
  - Locality
  - Service
  - Career path
  - Broadband
  - Pay pool #
  - Office symbol
  - Occupational Series
  - Group (employee, supervisor, sub-panel)

- Non-demo employees (military, SES, etc.)

- Name
- SSN

\* All employees, demo supervisors, and non-demo supervisors of demo employees must have records in CAS2Net

# Data Maintenance Module

## Modifying employee data using query form

CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Acq  
Demo

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Important information for your payroll

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Exit CAS2Net

[Session Maintenance](#)  
Assume the role of another user

**Session Info**  
User: Francis  
Freeman  
Role: Data Maintainer

**Look for Employee(s)**

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find

Person ID:

First Name:

Middle Initial:

Last Name:

Social Security Num:

Demo: ☒ All ☐ Demo ☐ Non-Demo

Presumptive Rating Status: ☒ All ☐ None ☐ Due to time ☐ Due to circumstance (recentify) ☐ Due to circumstance (expected)

Servicing CPO:

Service:

Broadband Level: ☒ All ☐ Not Assigned ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4

- Search criteria may consist of one or many of the following:
  - ID
  - Name
  - SSN
  - Demo/non-demo/all
  - Presumptive status
  - Servicing CPO
  - Service
  - Broadband
  - Pay Pool #
  - Office symbol
  - Career path
  - Occupational series
  - Login name
  - Group (supervisor, sub-panel, etc.)
- Multiple sort options

# Data Maintenance Module

## Modifying employee data using query form

### Results of query form

CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University

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Assume the role of another user

**Session Info**

User: Francis Freeman  
Role: Data Maintainer

### Employees

ID	SSN	Name	Home Org	Career Path	Level	CPO	Series	Salary	Group	Service
<a href="#">43</a>	034-29-0138	Aaron Arndt	AMC/LHXTA	NK	II	9L	0322	\$31,307	Employee	AR
<a href="#">1</a>	281-56-9832	Bob Arnold	AMC/LH	NVA	0		0340		Paypool Manager	AR
<a href="#">19</a>	298-10-3720	Amy Artis	AMC/LHACA	NK	I	9L	0318	\$26,000	Employee	AR
<a href="#">15</a>	824-67-0912	Chris Bobbitt	AMC/LHXSA	NH	III	9L	0803	\$60,000	Supervisor I	AR
<a href="#">1843</a>	923-76-6289	Barry Burns	AMC/LHACA	NH	II	9L	1515	\$53,000	Employee	AR
<a href="#">44</a>	156-77-0219	Bryce Butler	AMC/LHXTA	NH	III	9L	0025	\$72,000	Employee	AR
<a href="#">45</a>	453-21-7986	Carmen Cavaros	AMC/LHXTB	NH	II	9L	0246	\$47,499	Employee	AR
<a href="#">21</a>	275-82-4913	Connie Celon	AMC/LHACA	NH	III	9L	0334	\$69,895	Employee	AR
<a href="#">4</a>	321-47-9047	Dan Curtiss	AMC/LHA	NH	IV	9L	0830	\$86,200	Sub-Panel Manager	AR
<a href="#">46</a>	241-35-0943	Dyanne Dancy	AMC/LHXTB	NK	I	9L	0322	\$23,642	Employee	AR

Records 1 to 10 of 48

Page 1 2 3 4 5

[Next](#) [Last](#) [ReQuery](#)

[New Query](#)

[Add new Employee record](#)

[Data Maintenance Menu](#)

- If your query results in one person, then that employee's detail screen will automatically open
- If your query results in more than one person, the list of employees who met the criteria will appear
- 10 records are displayed at a time
- You can jump quickly by tens using the page links on the right side of the form
- Click on the ID of the person whose detail you wish to modify



# Data Maintenance Module

## Modifying employee data using quick pick list

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Demo

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Exit CAS2Net

[Session Maintenance](#)  
Assume the role of another user

**Session Info**  
User: Francis Freeman  
Role: Data Maintainer

### Employee Picklists By Career Path

N/A - Not Assigned

NH - Business Management and Technical Management Professional

NJ - Technical Management Support

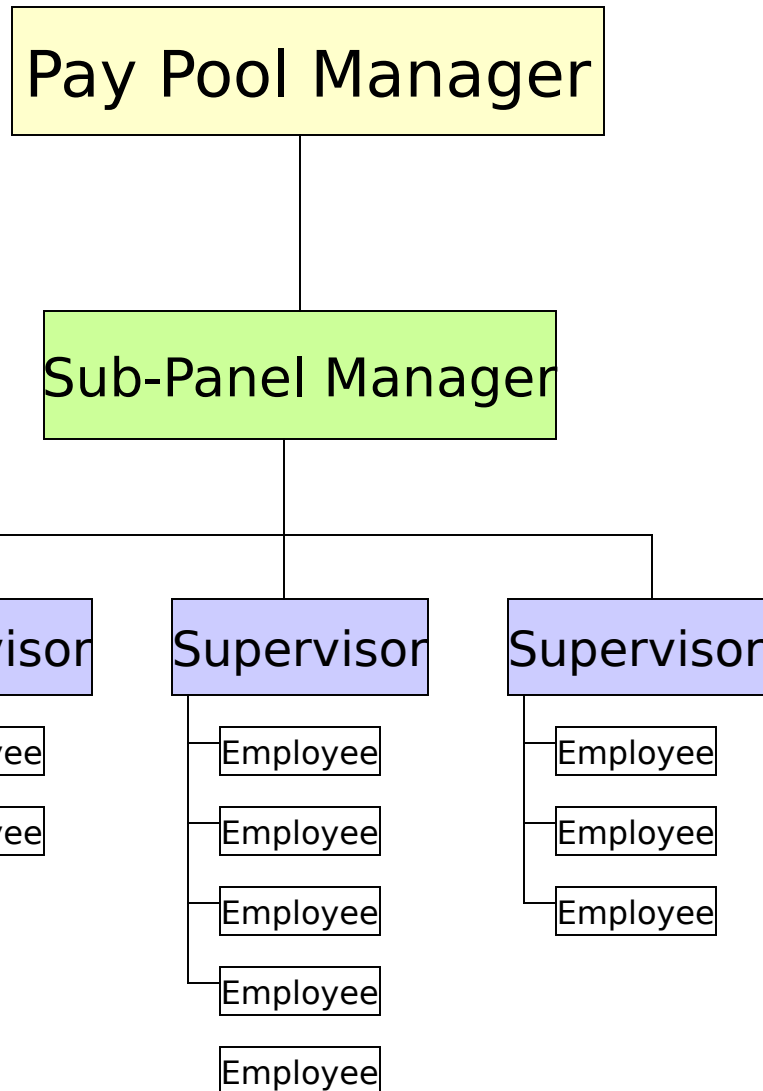
NK - Administrative Support

[\[ Add an Employee Record \]](#) [\[ Data Maintenance Menu \]](#)

[\[ Back to Home Page \]](#)

- Highlight the person's name in the drop down list whose detail you wish to view and click the submit button
- The person's employee detail will automatically open in a separate window

# Supervisory Structure

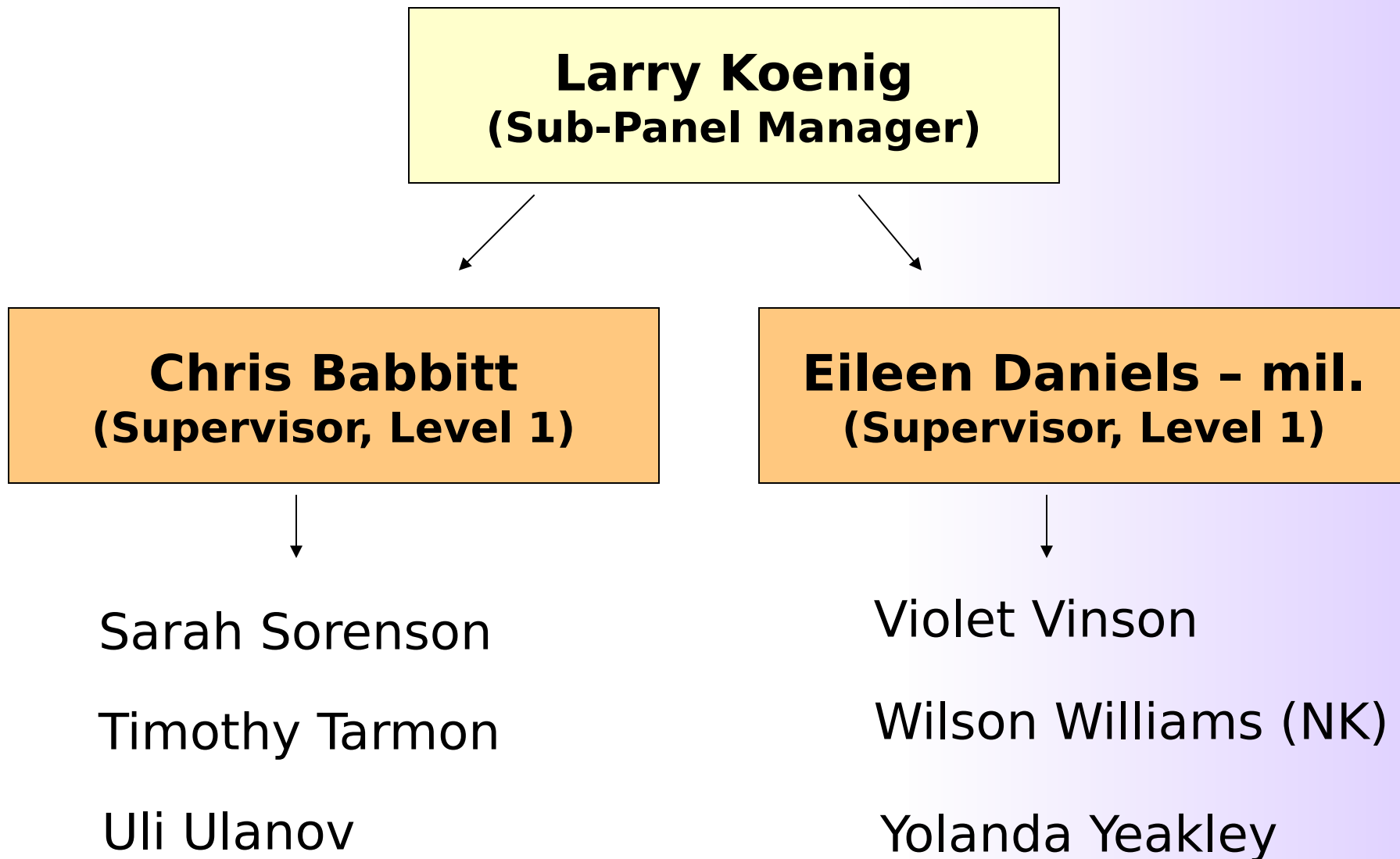


- Employees have to be assigned to supervisors at three levels
  - 1<sup>st</sup> level supervisor
  - Sub-panel manager
  - Pay pool manager

Writes appraisals and recommends categorical/numerical scores

# Supervisory Structure Example

## Roles in CAS2Net





# Assigning Group (Role) in CAS2Net

## Data Maintenance Module

CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University

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Exit CAS2Net

[Session Maintenance](#)  
Assume the role of another user

**Session Info**  
User: Francis Freeman  
Role: Data Maintainer

This information is protected by the Privacy Act of 1974

• NH-Business Management and Technical Management Professional  
• NJ-Technical Management Support  
• NK-Administrative Support

Broadband Level:  
• Not Assigned  
• Level 1  
• Level 2  
• Level 3  
• Level 4

Organization: Paypool Code:  
AMC/LH LOV

Office Symbol: LOV

Series: LOV

Part 3: Complete this section for all employees requiring C2S2 user accounts

User Account: ☒ Create CAS2Net user account

Login Name:

Group:  
• Employee  
• Supervisor I  
• Sub-Panel Manager  
• Paypool Manager  
• Data Maintainer

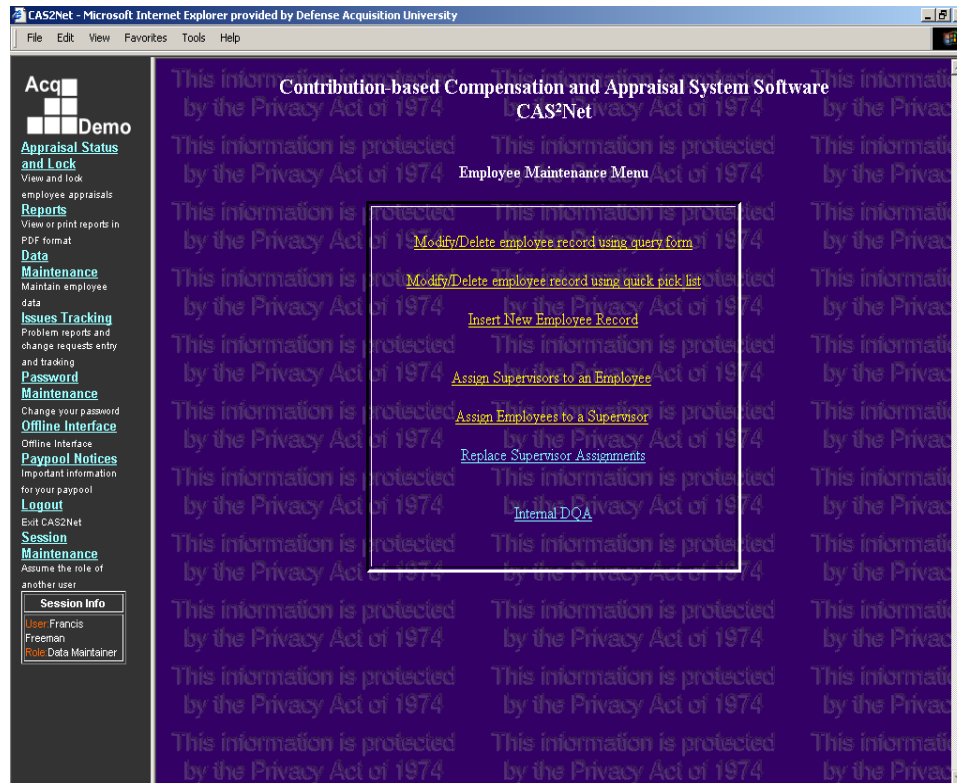
Add Clear

[Data Maintenance Menu](#)

[Back to Home Page](#)

- DO NOT need to complete this section for employees
- For supervisors, sub-panel managers, and the pay pool manager
  - Check the checkbox to create an account
  - DO NOT fill in the Login Name text box (CAS2Net will automatically assign a username)
    - Last name, first initial, last four of SSAN
  - Use the radio buttons to assign to proper group
    - Assign to highest applicable group

# Supervisory Structure



- Before you begin assigning supervisors to employees, **every** supervisor must have an account (record) in CAS2Net
- Two options for assigning supervisors:
  - Assign supervisors to an employee
  - Assign employees to a supervisor

# Supervisory Structure

Assign Supervisors to an Employee: This information is protected by the Privacy Act of 1974

Please select an Employee to Assign Supervisors

Employee: (null)

Level 1 Supervisor: Parsons, Patricia (AMC/LH)

Sub-Panel Manager: Quarles, Richard (AMC/LH)

Pay Pool Manager: Rhone, Ronald (AMC/LH)

Assign Reset

Please send comments/suggestions about this form to Karl Boehm

Assign Supervisors to an Employee: This information is protected by the Privacy Act of 1974

Please select an Employee to Assign Supervisors

Employee: Vinson, Violet (AMC/LH)

Level 1 Supervisor: Daniels, Eileen (AMC/LH)

Sub-Panel Manager: Koenig, Larry (AMC/LH)

Pay Pool Manager: Arnold, Bob (AMC/LH)

Assign Reset

Please send comments/suggestions about this form to Karl Boehm

- Assigning supervisors to an employee
  - Select the employee you wish to assign supervisors to from the drop down list
  - Using the respective drop down lists assign each level of supervision
  - Direct reports to the pay pool manager should have a “null” sub-pool manager value

# Supervisory Structure

**Assign Employees to a Supervisor:**

This information is protected by the Privacy Act of 1974

Please Select a Supervisor to Assign Employees

Supervisor: (null) Sort By: Name Org

First Level Supervisor Sub-Panel Manager Paypool Manager

[Data Maintenance Menu]

Submit

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- Assigning employees to supervisors

- Select the supervisor you wish to assign
- Select the level of supervisor (first level, sub-panel manager, pay pool manager) by clicking the associated radio button

**Assign Employees to a Supervisor:**

This information is protected by the Privacy Act of 1974

Please Select a Supervisor to Assign Employees

Supervisor: Babbitt, Chris (AMC/LHXSA) Sort By: Name Org

First Level Supervisor Sub-Panel Meeting Paypool Manager

[Data Maintenance Menu]

Submit

This information is protected by the Privacy Act of 1974

- Check the employees who belong to that supervisor
- Click submit at the bottom of the form

# Supervisory Structure

- Replacing supervisor assignments
  - Select the level of supervisor that is being replaced (first level, sub-panel manager, pay pool manager)
  - Select who is going to be the replacement

The screenshot displays the CAS2Net application interface. At the top, a menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main window is titled 'Update Supervisor Assignments' and contains a form for updating supervisor assignments. The form includes a 'Manager Level' dropdown menu with options: 'First Level Supervisor', 'Sub-Panel Meeting', and 'Paypool Manager'. Below this is a table with columns for 'Original Supervisor' and 'Replacement Supervisor', both with dropdown menus. The 'Original Supervisor' dropdown is currently set to '(null)'. The 'Replacement Supervisor' dropdown is also set to '(null)'. There are 'Update' and 'Clear' buttons at the bottom of the form. A 'Data Maintenance Menu' link is visible in the bottom right corner. The background of the application window is a repeating pattern of the text 'This information is protected by the Privacy Act of 1974'.

File Edit View Favorites Tools Help

Acq Demo

**An appraisal Status and Lock**  
View or lock employee appraisals

**Reports**  
View or print reports in PDF format

**Data**

**Maintenance**  
Maintain employee data

**Issues Tracking**  
Problem reports and change requests entry and tracking

**Password**

**Maintenance**  
Change user password

**Offline Interface**  
Online Interface

**Paypool Notices**  
Important information for your paypool

**Logout**  
Exit CAS2Net

**Session Maintenance**  
Assume the role of another user

**Session Info**  
User: Francis Freeman  
Role: Data Maintainer

**Update Supervisor Assignments**

**Manager Level:**

- First Level Supervisor
- Sub-Panel Meeting
- Paypool Manager

**Original Supervisor:**  
(null)

**Replacement Supervisor:**  
(null)

**Update Clear**

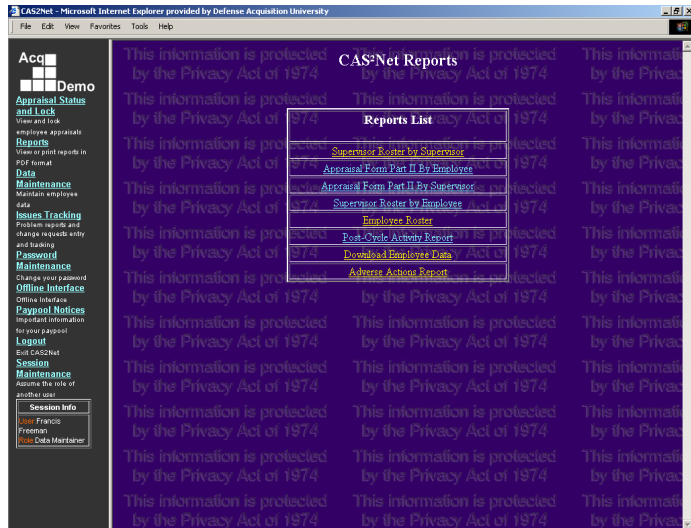
[\[Data Maintenance Menu\]](#)

Please send comments/suggestions about this form to [Karl Boehm](#)

This information is protected by the Privacy Act of 1974



## Supervisory Structure Making sure it is correct



- Two reports will help you ensure your supervisory structure is correct
- Supervisor roster by employee
  - Lists employee, first level supervisor, sub-panel manager, and pay pool manager
- Supervisor roster by supervisor
  - Lists pay pool manager, sub-panel manager, first level supervisor, and employee

Paypool Manager	Sub-panel Supervisor	First Level Supervisor	Employee Name
Bob Arnold, AMC/LH	(none)	Bob Arnold	Dan Curtiss, AMC/LHA Francis Evans, AMC/LHX Francis Freeman, AMC/LH George Garfield, AMC/LH
	Bob Arnold	Dan Curtiss	Helen Gonzalez, AMC/LHAC John Iverson, AMC/LHAD Nancy Michelson, AMC/LHX
	Dan Curtiss	Helen Gonzalez	Peter Olson, AMC/LHACA Richard Quarles, AMC/LHAC Tammy Stewart, AMC/LHAC Vincent Udell, AMC/LHADB Zane Yates, AMC/LHADC
	Francis Evans	Larry Koenig	Chris Babbitt, AMC/LHXSA George Fites, AMC/LHXTA Ike Hansen, AMC/LHXTB
	Helen Gonzalez	Peter Olson	Amy Artis, AMC/LHACA Barry Burns, AMC/LHACA Connie Celon, AMC/LHACA Dennis Donaldson, AMC/LH Erin Evans, AMC/LHACB Fred Farnsworth, AMC/LHA Garth Grimes, AMC/LHACB
	John Iverson	Tammy Stewart	Henry Harris, AMC/LHAD Ivan Inrski, AMC/LHAD

Employee Name	Supervisor, Level 1	Sub-panel Supervisor	Paypool Manager
Aaron Arndt	George Fites	Nancy Michelson	Bob Arnold
Amy Artis	Peter Olson	Helen Gonzalez	Bob Arnold
Chris Babbitt	Larry Koenig	Francis Evans	Bob Arnold
Barry Burns	Peter Olson	Helen Gonzalez	Bob Arnold
Bryce Butler	George Fites	Nancy Michelson	Bob Arnold
Carmen Cavasos	Ike Hansen	Nancy Michelson	Bob Arnold
Connie Celon	Peter Olson	Helen Gonzalez	Bob Arnold
Dan Curtiss	Bob Arnold	Nancy Michelson	Bob Arnold
Dyanne Dancy	Ike Hansen	Nancy Michelson	Bob Arnold
Dennis Donaldson	Richard Quarles	Helen Gonzalez	Bob Arnold
Eric Emerson	Ike Hansen	Nancy Michelson	Bob Arnold
Erin Evans	Richard Quarles	Helen Gonzalez	Bob Arnold
Francis Evans	Bob Arnold	Helen Gonzalez	Bob Arnold
Fred Farnsworth	Richard Quarles	Francis Evans	Bob Arnold
George Fites	Nancy Michelson	Francis Evans	Bob Arnold
Francis Freeman	Bob Arnold	Francis Evans	Bob Arnold
George Garfield	Bob Arnold	Francis Evans	Bob Arnold
Helen Gonzalez	Dan Curtiss	Bob Arnold	Bob Arnold
Garth Grimes	Richard Quarles	Helen Gonzalez	Bob Arnold
Ike Hansen	Nancy Michelson	Francis Evans	Bob Arnold
Henry Harris	Tammy Stewart	John Iverson	Bob Arnold
Ivan Inrski	Tammy Stewart	John Iverson	Bob Arnold
John Iverson	Dan Curtiss	Bob Arnold	Bob Arnold
Jane Jervis	Tammy Stewart	John Iverson	Bob Arnold
Keith Karnes	Vincent Udell	John Iverson	Bob Arnold
Lance Lawrence	Vincent Udell	John Iverson	Bob Arnold
Mary Martinez	Vincent Udell	John Iverson	Bob Arnold

## Role of the Data Maintainer

### Manage Data

Ensure personnel data is correct in CAS2Ne

Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc.)

### Trusted Agent

### Present Data

Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions

**Understand  
CCAS**

## Data Quality Assurance

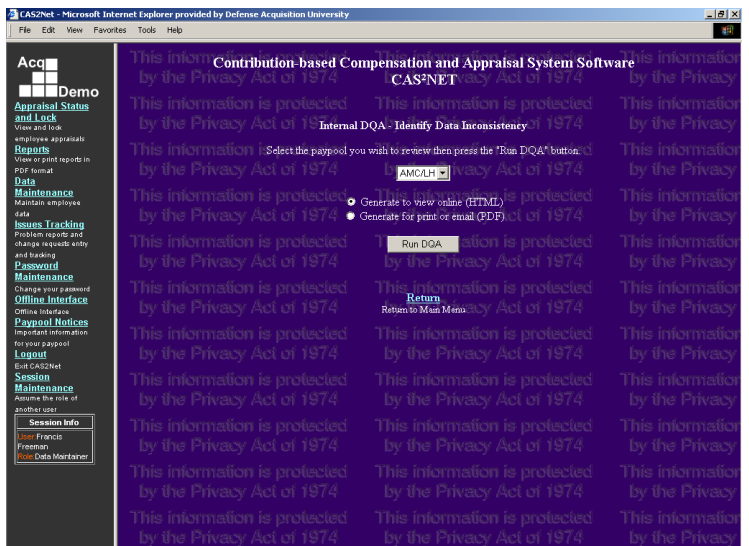
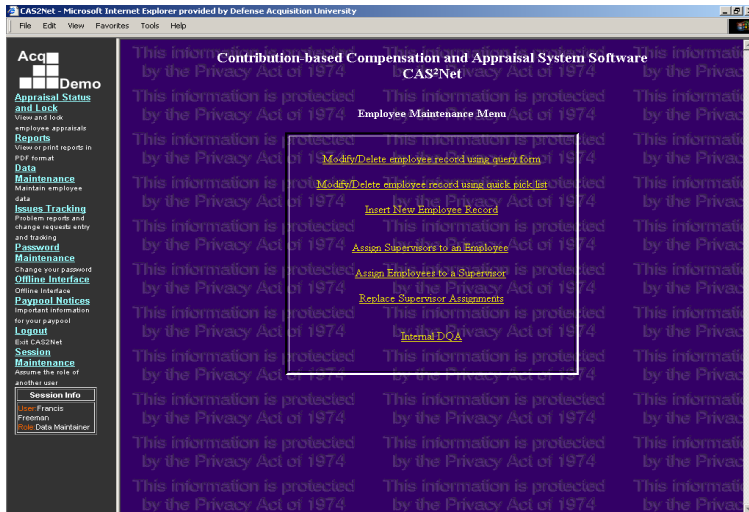
---

- The quality of your pay pool data is critical and is checked in CAS2Net in two ways
- Internal DQA (via data maintenance module)
- Discrepancy Reports (via pay pool notices module)



# Internal Data Quality Assurance (DQA)

- The internal DQA report, can be run by DM at any time to check for:
  - Employees with no first-level supervisor, sub-panel supervisor, or pay pool manager
  - Employees with start date out of range
  - Missing CCPO, Service, Career Path, Broadband, or Locality Area
  - Post-cycle promotions with base pay  $\geq$  promotion pay
  - Post-cycle demotions with base pay  $<$  demoted pay
  - Post-cycle promotions with promotion pay outside of range
  - Presumptives to be recertified but have no previous OCS
  - Presumptive due to time status does not match start date
  - Base pay is too low for broadband and career path
  - Retained pay status is inconsistent with base pay
  - Duplicate SSAN's
  - More than one person listed as pay pool manager
  - Post-cycle promotion with current broadband  $\geq$  promotion broadband
  - Post-cycle demotion with current broadband  $\leq$  demotion broadband
  - Expired temporary promotions



# Discrepancy Reports

Paypool	File Name	File Description	Last Modified
AMC/LH	discrepancy_report.xls	discrepancy_report AMC LH nov2003	04-AUG-2003 03:09:54 PM
AMC/LH	Sub-Panel Meeting_v0.6.xls	Sub-Panel Spreadsheet	01-AUG-2003 11:43:28 AM
AMC/LH	CCAS Std 7.xls	CCAS Spreadsheet	30-JUL-2003 03:21:10 PM

ID	SSAN	Name	Career Path	Band	Retain Pay	Presumptive	Basepay
1212	434-23-4343	Test Test	NH	4	no	0	104604
1243	234-22-3333	Somebody Joe	NH	4	no	0	107367
4343	444-44-4444	Jones Sam	CCPO: DCPDS= AL "COMM & ELEC RD CMD FT MONMOUTH NJ" but Paypool File= BK "MSL CMD REDSTONE ARSENAL AL"				
4343	003-32-3334	Jones Samantha	CCPO: DCPDS= AL "COMM & ELEC RD CMD FT MONMOUTH NJ" but Paypool File= BK "MSL CMD REDSTONE ARSENAL AL"				

- Data in the CAS2Net will be compared against the Defense Civilian Personnel Data System (DCPDS)
- Results of the comparison will be distributed to the pay pools via discrepancy reports
- Located in the pay pool notices module
- Should not assume that the DCPDS data is correct, if you are not sure, ask your human resources office



## **Employee Appraisal and Sub-Panel Meeting Modules**

---

## Employee Appraisal and Sub-Panel Meeting Modules Who does what?

**Larry Koenig**  
(Sub-Panel Manager)

**Chris Babbitt**  
(Supervisor, Level 1)

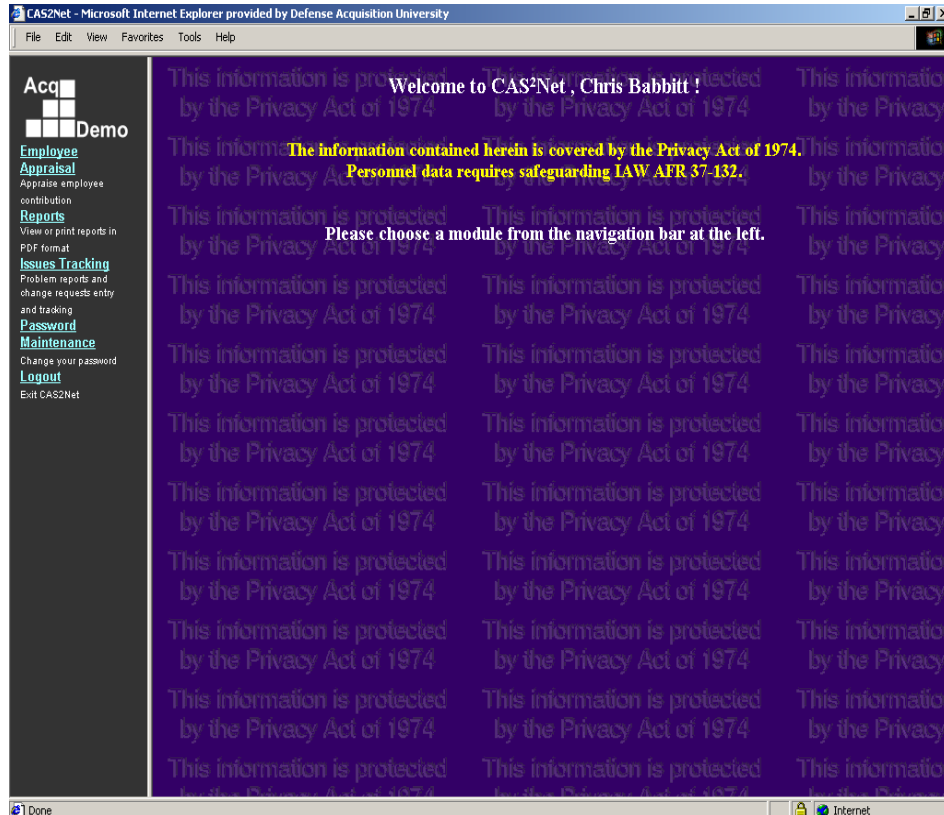
**Eileen Daniels - mil.**  
(Supervisor, Level 1)

Sarah Sorenson  
Timothy Tarmon  
Uli Ulanov

Violet Vinson  
Wilson Williams (NK)  
Yolanda Yeakley

# Supervisor, Level 1

## Chris Babbitt



- Employee Appraisal
  - Complete Part II (supervisor assessment) and recommend appraisal scores
- Reports
  - Print Part II Forms
- Issues Tracking
  - Report problems with CAS2Net
- Password Maintenance
  - Change password
- Logout
  - Logout of the CAS2Net

# Supervisor, Level 1

## Employee Appraisal Module

CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Acq Demo

**Employee Appraisal**

Perform appraisal on:

Preliminary Status	Integer Status	Employee	Presumptive Status
		<a href="#">Sarah Sorenson</a>	None
		<a href="#">Timothy Tarman</a>	None
		<a href="#">Ua Ulanov</a>	None

Key:  
 Appraisal complete.  
 Appraisal incomplete.

Session Info  
 User: Chris Babbitt  
 Role: Supervisor I

- Each supervisor can see only those employees whom he supervises
- Red X's on the yellow folders indicate an incomplete appraisal
- Green checks on the yellow folders indicate a complete appraisal
- Supervisors simply click on the name of each employee to open the appraisal window

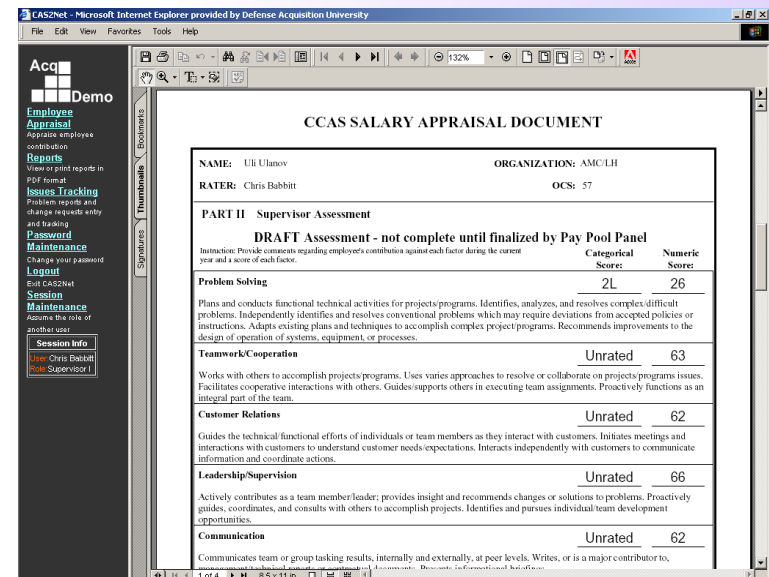
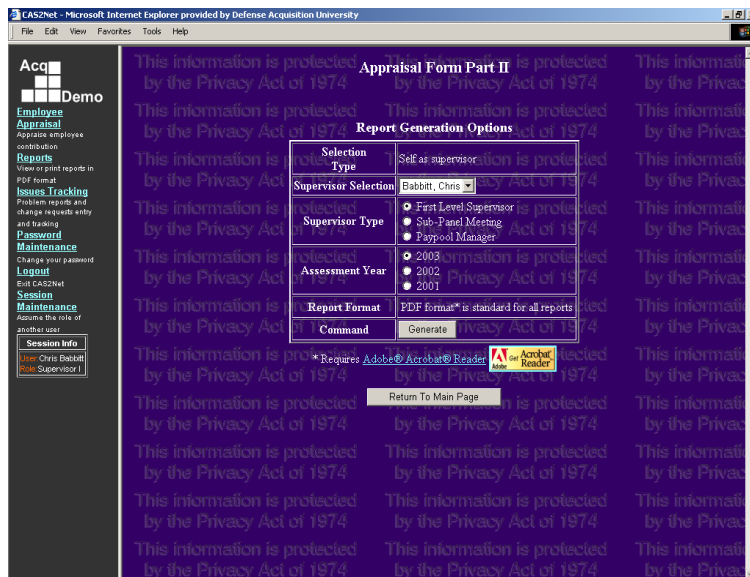
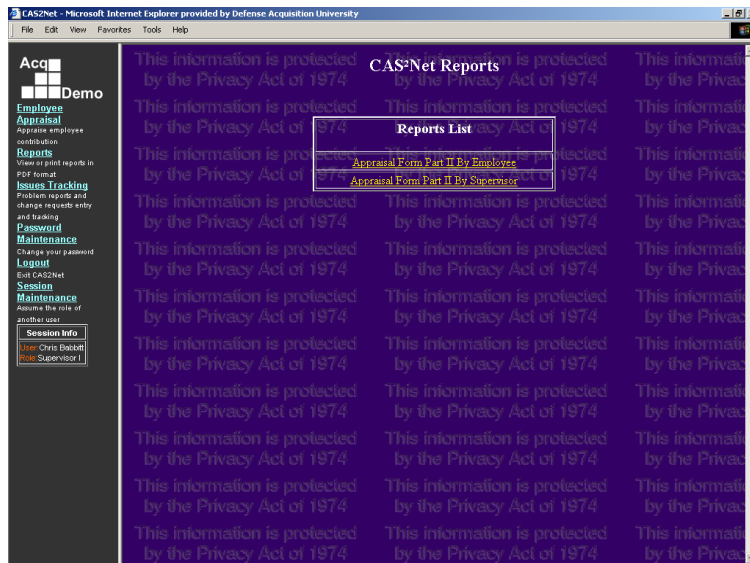


# Supervisor, Level 1 Employee Appraisal Module

- Supervisors enter in factor comments into the respective text box. Each text box holds 4000 characters.
- Supervisors can assign categorical and/or numerical scores for each factor depending on pay pool guidance
- All supervisors within a pay pool should complete the employee appraisal module consistently:
  - Either every supervisor completes the online form or no one does
  - Every supervisor should assign the same type of scores – all just categorical or all both categorical and numerical for example

# Viewing/Printing Part II Forms

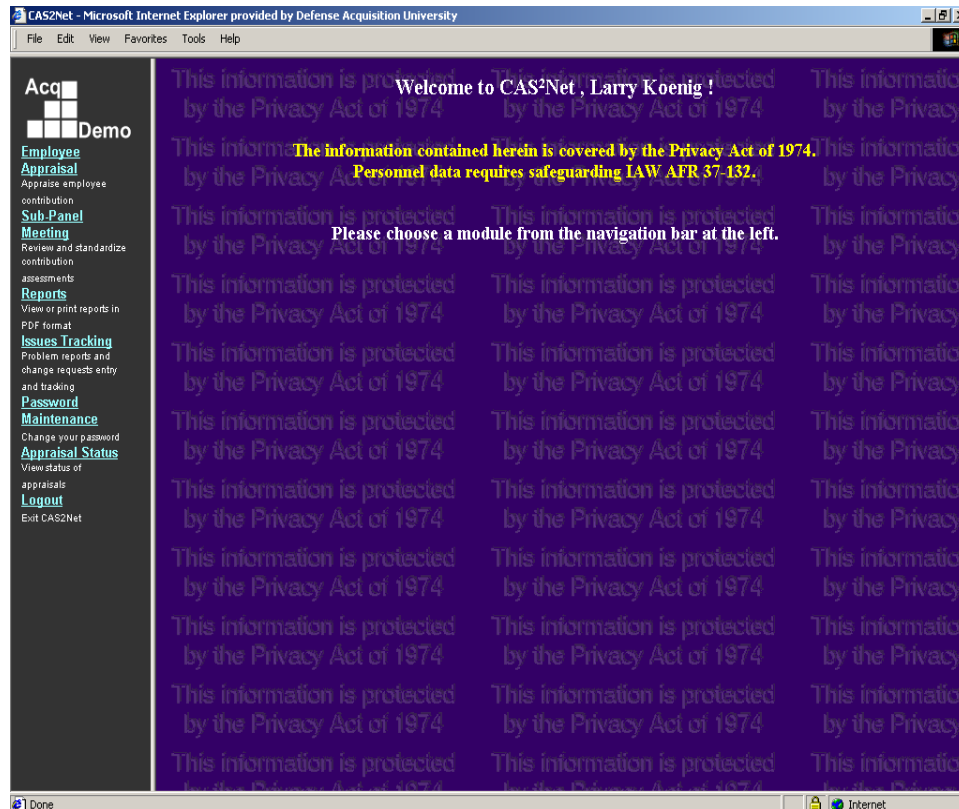
- Supervisors can print draft and final Part II forms at any time, but should not distribute the forms to employees until the pay pool manager has approved the final scores and appraisals
- Data maintainers may also elect to print all the Part II forms and then distribute them to each supervisor
- Before the final upload is complete, any printed Part II forms will display a message stating that they are draft.





# Sub-Panel Manager

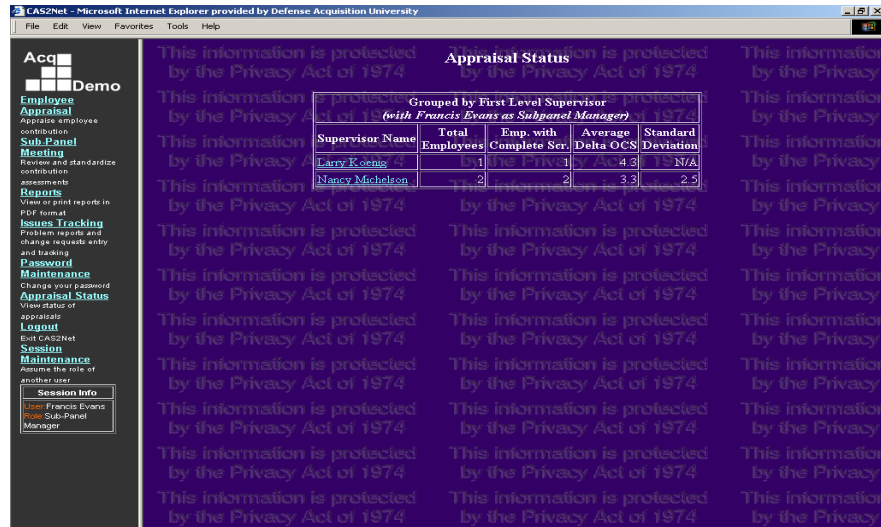
## Larry Koenig



- Employee Appraisal
  - Complete Part II (supervisor assessment) and recommend appraisal scores
- Sub-Panel Meeting
  - Review and consolidate appraisals and recommended scores
- Reports
  - Print Part IIs
- Issues Tracking
  - Report problems with CAS2Net
- Password Maintenance
  - Change password
- Appraisal Status
  - Appraisal status for supervisors under sub-panel manager
- Logout
  - Logout of the CAS2Net

# Sub-panel Manager

## Appraisal Status



**CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University**

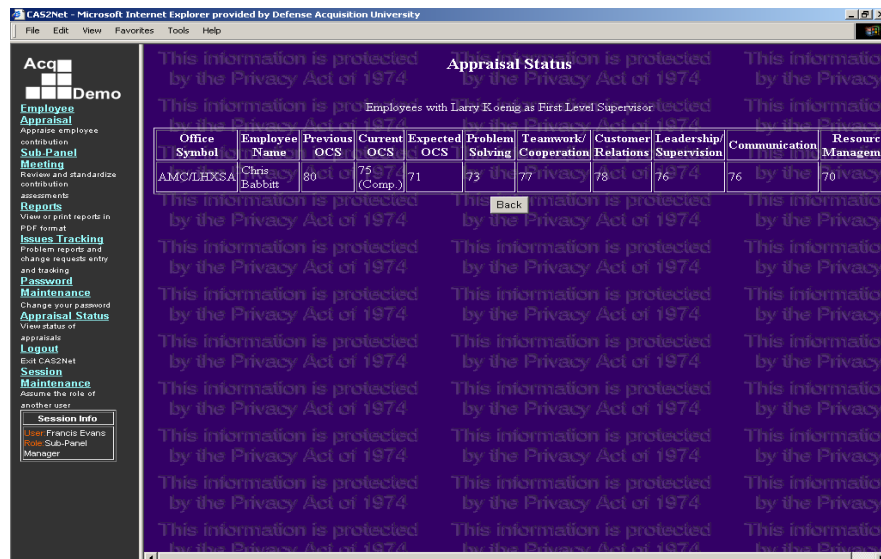
**Appraisal Status**  
This information is protected by the Privacy Act of 1974

**Grouped by First Level Supervisor (with Francis Evans as Subpanel Manager)**

Supervisor Name	Total Employees	Emp. with Complete Ser.	Average Delta OCS	Standard Deviation
Larry Koenig	5	1	4.2	1.1 N/A
Nancy Michelton	2	2	3.3	2.5

Navigation links: Employee Appraisal, Sub-Panel Meeting, Reports, Issues Tracking, Password Maintenance, Appraisal Status, Logout, Session Info.

- Displays aggregate statistics for each supervisor in the sub-panel.
- By clicking on the supervisors name, scores for each employee will be displayed. The OCS and expected OCS are also displayed.



**CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University**

**Appraisal Status**  
This information is protected by the Privacy Act of 1974

**Employees with Larry Koenig as First Level Supervisor**

Office Symbol	Employee Name	Previous OCS	Current OCS	Expected OCS	Problem Solving	Teamwork/Cooperation	Customer Relations	Leadership/Supervision	Communication	Resource Management
AMC/LHXSA	Chris Babbitt	80	75.37 (Comp)	71	73	77	78	76	76	70

Navigation links: Employee Appraisal, Sub-Panel Meeting, Reports, Issues Tracking, Password Maintenance, Appraisal Status, Logout, Session Info.

# Sub-panel Manager

## Employee Appraisal

CAS2Net - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Acq Demo

**Employee Appraisal**  
Appraise employee contribution

**Sub-Panel Meeting**  
Review and standardize contribution assessments

**Reports**  
View or print reports in PDF format

**Issues Tracking**  
Problem reports and change requests entry and tracking

**Password Maintenance**  
Change your password

**Appraisal Status**  
View status of appraisals

**Logout**  
Exit CAS2Net

**Session**  
Maintenance Assume the role of another user

**Session Info**  
User: Francis Evans  
Role: Sub-Panel Manager

**Employee Appraisal**  
Perform appraisal on:

Preliminary Status	Integer Status	Employee	Presumptive Status
1974	by	<u>Nancy Michelon</u>	None

Key:  
 Appraisal complete.  
 Appraisal incomplete.

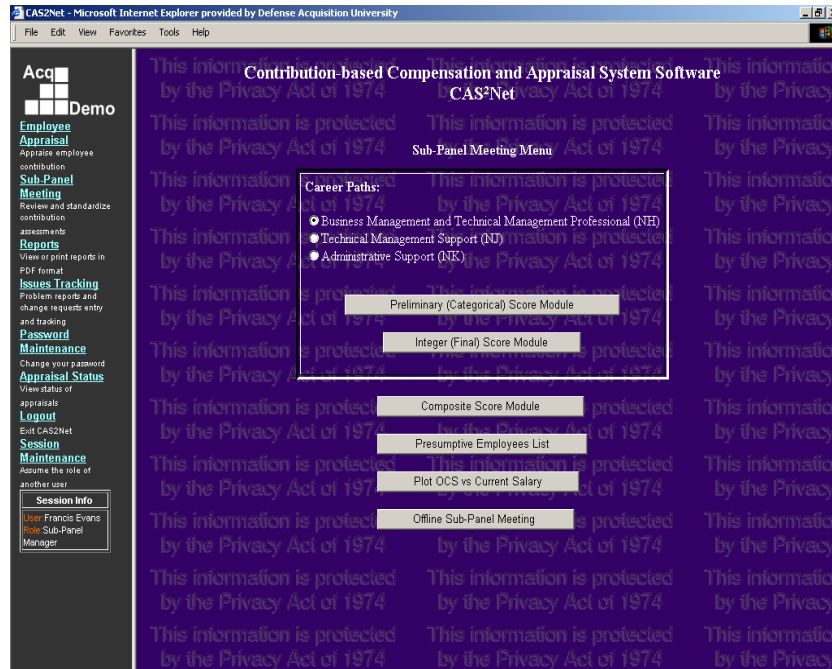
This information is protected by the Privacy Act of 1974

- Click on the employee's name to complete the Part II assessment
- Functions the same as level 1 supervisors

# Sub-panel Manager

## Sub-Panel Meeting

- The main menu for the sub-panel meeting module presents several options:
  - Three radio buttons allow the manager to select which career path he would like to look at. Only one career path can be viewed at one time
  - Two options for running a sub-panel meeting
  - Composite score module
  - Presumptive employee list
  - Scatter plot
  - Offline meeting option



# Sub-panel Manager

## Sub-Panel Meeting - Categorical Score Module

Sub-Panel Meeting: Preliminary Score Module - Microsoft Internet Explorer provided by Defense Acquisition University

Preliminary Score Module

Sub-Panel Meeting for Francis Evans - Career Path: Business Management and Technical Management Professional (NH)

Double-click the name to assign the Integer score.

**FACTOR:**

- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communication
- Resource Management

Factor Description

**Level:**

- I
- II
- III
- IV

**Employee Movement:**

Up

Left UnSelect Right

Down

Move to Unrated

UNRATED

Save Changes Save & Close

Move From Unrated

2H (62 - 66)

3L (61 - 66)

3M (67 - 78)

Hansen, Ike (6)

Babbitt, Chris (3)

Fites, George (3)

74

73

77

3H (79 - 83)

4L (79 - 83)

Edit Comments

Assign Integer Score - Microsoft Internet Explorer provided by Defense Acquisition University

Name: Hansen, Ike

Category: Problem Solving

Pre-Score: 3M

Final Score: 74

Cancel

**FACTOR:**

- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communication
- Resource Management

Factor Description

**Level:**

- I
- II
- III
- IV

**Employee Movement:**

Up

Left UnSelect Right

Down

Move to Unrated

UNRATED

Save Changes Save & Close

Move From Unrated

2H (62 - 66)

3L (61 - 66)

3M (67 - 78)

Hansen, Ike (6)

Babbitt, Chris (3)

Fites, George (3)

74

73

77

3H (79 - 83)

4L (79 - 83)

Edit Comments

- Used to facilitate the CCAS benchmarking and ranking process
- Sub-panel managers can move employees:
  - left and right between categories
  - up and down within a category
- Numerical scores can also be assigned by double-clicking on an employee's name



# Sub-panel Manager

## Sub-Panel Meeting - Numerical Score Module

CCS: Sub-Panel Meeting: Integer Scores Module - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

**Integer Score Module**

Factor

- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communication
- Resource Management

Factor Description

**Preliminary Score Category**

- ☐ None
- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Very High

**Category Legend**

None in Category

Scores Unassigned

All Scores in Category Assigned

Save & Close

**Integer Score Selection**

Employees in category

George Fites (NH-3)	77
Ike Hansen (NH-3)	74
Chris Babbitt (NH-3)	73

Integer Score Values: 78

Assign Score Reset Score Edit Comments

Change Preliminary Score Category

Save Current [Status/Changes]

- Used to facilitate the CCAS benchmarking and ranking process
- Numerical scores can be assigned by selecting the employee's name, selecting a score from the drop-down list, and clicking assign score
- Categories that are green, have employees in them and they all have scores
- Categories that are white, have employees in them, but they do not all have scores yet
- Categories that are gray, do not have employees in them

# Sub-panel Manager

## Sub-Panel Meeting - Composite Score Module

- Sub-panel managers can use the composite score module to see a rollup of the scores

CAS2Net : Sub-Panel Meeting : Composite Scores Module - Microsoft Internet Explorer provided by Defense Acquisition University

File Edit View Favorites Tools Help

Composite Score Module

Name	Career Path	Level	OCS Score	Expected Score	Final Rail Psn
Babbitt Clint	NH	III	75	71	B
Fites George	NH	III	77	72	B
Hansen Ike	NH	III	74	72	C2

Green OCS scores are complete.  
Blank OCS scores indicate one or more factors without a decimal score.

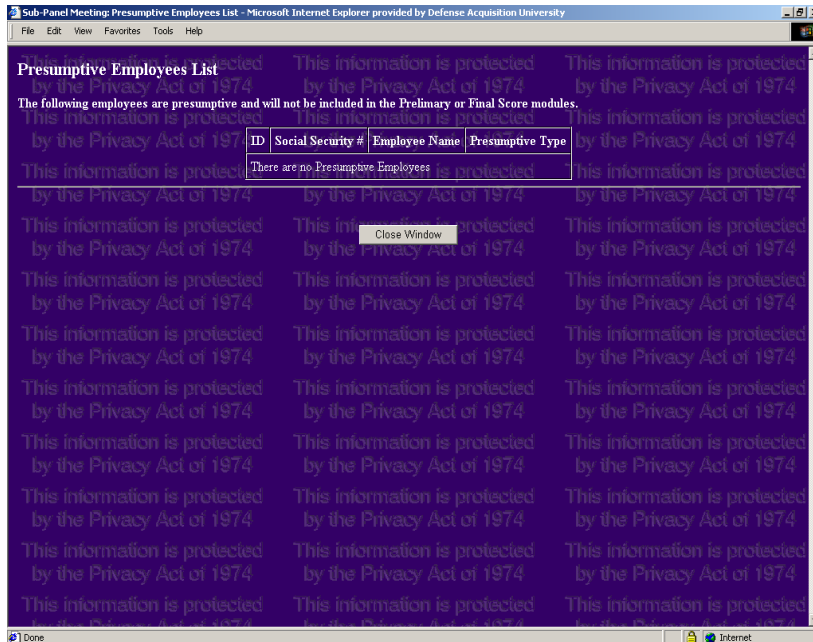
Rail Position  
A = Above Upper Rail  
B = Below Lower Rail  
C1 = Between the Upper Rail and the SPL  
C2 = Between the Lower Rail and the SPL

Close Window

## Sub-panel Manager

### Sub-Panel Meeting - Presumptive Employee List

- Sub-panel managers can see a listing of employees within their sub-panel who are presumptive

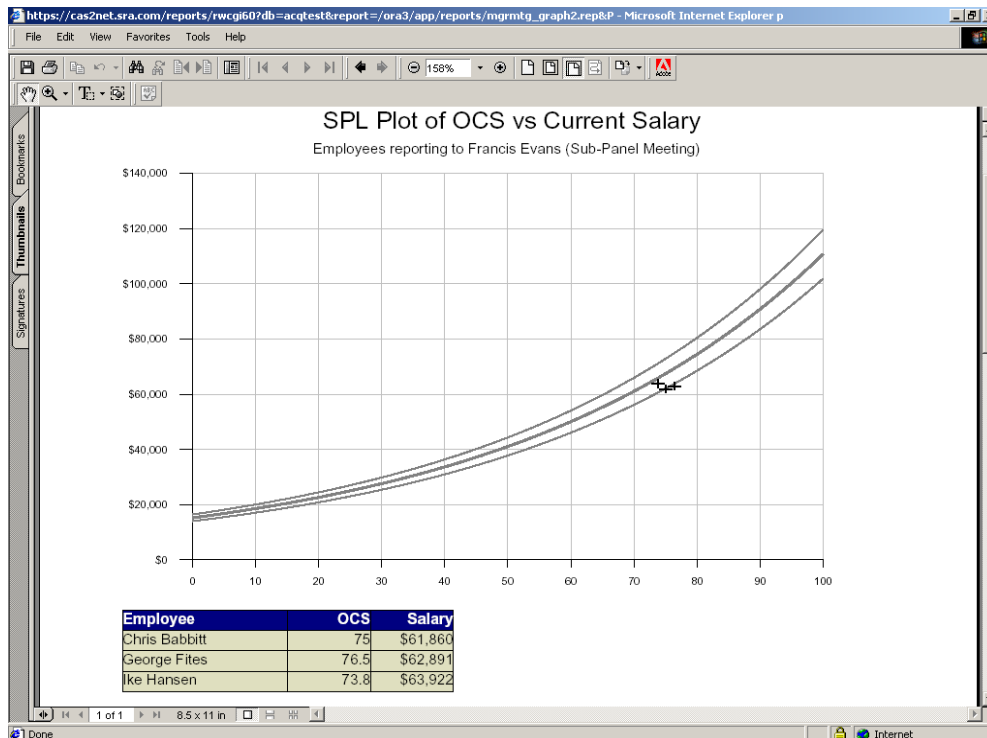




# Sub-panel Manager

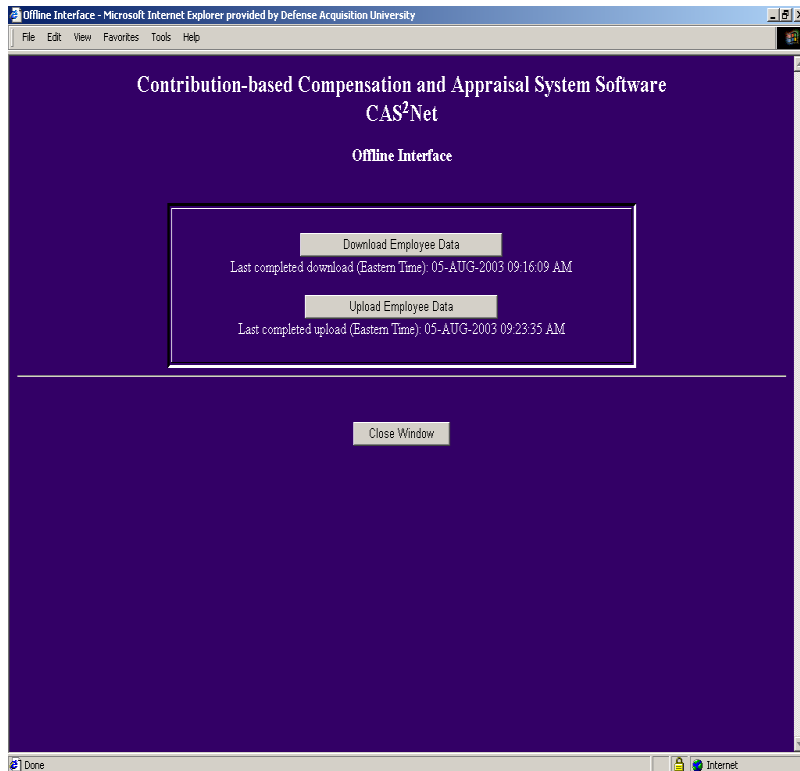
## Sub-Panel Meeting - Scatter Plot

- A scatter plot showing the employee's current base salary plotted against their OCS



# Sub-panel Manager

## Sub-Panel Meeting - Offline Meeting



- The sub-panel manager has the option to use the sub-panel spreadsheet to conduct the meeting
- Data maintainers are the only individuals who have access to both the CCAS spreadsheet and the sub-panel spreadsheet
- Sub-panel managers can do uploads and downloads but will have to get the spreadsheet itself from the data maintainer

## Role of the Data Maintainer

### Manage Data

Ensure personnel data is correct in CAS2Ne

Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc.)

### Trusted Agent

### Present Data

Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions

**Understand  
CCAS**

# Appraisal Status and Lock

**Appraisal Status and Lock**

Grouped by Payroll Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
(not specified)	44	44	0.2	N/A
Bob Arnold	44	44	0.2	5.3

Lock Entire Payroll

Grouped by Subpanel Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel	Lock
(not specified)	5	3	-3.4	6.5	Lock	
Bob Arnold	3	3	0.9	8.0	Lock	
Dan Curran	5	3	2.7	4.5	Lock	
Francis Evans	3	3	3.5	2.5	Lock	
Helen Gonzalez	7	7	-0.8	1.2	Lock	
John Iverson	10	10	0.5	2.5	Lock	
Larry Koenig	6	6	-1.2	2.7	Lock	
Nancy Michelon	6	6	1.6	10.5	Lock	

- Appraisal Status
  - Data maintainers can see the status of supervisors completing assessments and some aggregate statistics on how they scored their employees
  - Click on a sub-panel manager's name and the scores of each employee in that sub-panel will appear in a separate window

**Appraisal Status and Lock**

Employees with Larry Koenig as Subpanel Manager

Supervisor Name	Office Symbol	Employee Name	Previous OCS	Current OCS	Expected OCS	Problem Solving	Teamwork/Cooperation	Customer Relations	Leadership Supervision	Communication
Chris Babbitt	AMC/LEXSA	Sarah Sorenson	71.74	76 (Comp)	77	82	65	83	64	82
Chris Babbitt	AMC/LEXSA	Timothy Tarnan	79	N/A	76	3M	3M	3M	3M	3M
Chris Babbitt	AMC/LEXSA	Ul Ulanov	79	N/A	62	3L	3L	3L	3L	3L
Eileen Daniels	AMC/LEXSB	Violet Vinson	79.74	N/A	76	3M	3M	3M	3M	3M
Eileen Daniels	AMC/LEXSB	Wilson Williams	57	N/A	43	2H	2H	2H	2H	2H
Eileen Daniels	AMC/LEXSB	Yolanda Yeakley	79	N/A	87	4M	4M	4M	4M	4M

Back

# Appraisal Status and Lock

The screenshot shows the CAS2Net application running in a Microsoft Internet Explorer browser. The address bar displays the URL: [https://cas2net.sra.com/pls/acqtest/acqtest\\_main\\_menu.startup](https://cas2net.sra.com/pls/acqtest/acqtest_main_menu.startup). The left sidebar contains a navigation menu with options: Appraisal Status and Lock, Reports, Data, Maintenance, Issues Tracking, Password Maintenance, Offline Interface, Paypool Notices, Logout, Session, and Maintenance. The main content area is titled "Appraisal Status and Lock" and displays two tables. The first table, "Grouped by Paypool Manager", shows appraisal data for a supervisor named Bob Arnold. The second table, "Grouped by Subpanel Manager", shows appraisal data for various supervisors, including Bob Arnold, Dan Curiss, Francis Evans, Helen Gonzalez, John Iverson, Larry Koenig, and Nancy Michelson. A "Lock Entire Paypool" button is visible between the two tables. The bottom of the screen shows the Windows taskbar with the Start button and several open applications, including "Inbox - Microsoft...", "TRAINING", "CAS2Net.ppt", and "CAS2Net - Mic...". The system clock indicates the time is 9:49 AM.

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
(not specified)	1	1	4	N/A
Bob Arnold	44	44	0.2	5.3

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel Lock
(not specified)	5	5	-3.4	6.5	Lock
Bob Arnold	3	3	-0.9	8.0	Lock
Dan Curiss	5	5	2.7	4.5	Lock
Francis Evans	3	3	3.5	2.5	Lock
Helen Gonzalez	7	7	-0.8	1.2	Lock
John Iverson	10	10	0.5	2.5	Lock
Larry Koenig	6	6	-1.2	2.7	Lock
Nancy Michelson	6	6	1.6	10.5	Lock

- Appraisal Lock
  - Data maintainers can lock out individual sub-panel meetings, preventing any further changes to scores (factor comments can still be changed)
- Once a sub-panel is LOCKED:
  - 1<sup>st</sup> level supervisors will not be able to enter change appraisal scores
  - Sub-panel managers will not be able to conduct sub-panel meetings using the online module, nor will they be able to upload or download data into their sub-panel spreadsheet
- Locking the entire pay pool prevents any supervisor/sub-panel manager from changing scores or factor comments



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## CCAS Spreadsheet

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# Role of the Data Maintainer

## Manage Data

Ensure personnel data is correct in CAS2Ne

Monitor the organization's progress in the CCAS process (scores, assessments, sub-panel meetings, etc.)

## Trusted Agent

## Present Data

Use the CCAS Software to present data that managers need in order to make informed and sound appraisal decisions

**Understand  
CCAS**

# CCAS Spreadsheet Topics

1. What is the CCAS spreadsheet?
2. How do I get the spreadsheet?
3. How do I get my pay pool data for the spreadsheet?
4. How do I get the data into the spreadsheet?
5. What do I do if the data is wrong?
6. How do I enter/change categorical scores?
7. How do I enter/change numerical scores?
8. How can I format the spreadsheet for printing or projecting?
9. How can I create my own columns and rows in the spreadsheet?
10. What reports/displays are available to help my pay pool review scoring results?
11. How do I help my pay pool manager set up a pay scenario?
12. How can I keep certain employees from automatically receiving CRI and/or CA in the spreadsheet?
13. How can I convert CRI to CA for employees leaving AcqDemo?
14. How can I give GPI to employees in Zone A?
15. How do I give discretionary CRI to employees?
16. How do I give discretionary CA to employees?
17. What should I check for when I'm done?
18. How do I get the data back to CAS2Net when I'm done?
19. How do I generate Part I's?



# 1. What is the CCAS spreadsheet?

- It is actually a stand-alone VisualBasic application built around an Excel spreadsheet
- It contains 14 tabbed worksheets and the main data sheet has 119 columns
- Most of the columns contain formulas and are “protected” (i.e., you can’t change them); only columns intended for data entry are “open”
- The tool comes “empty” (i.e., it contains no data) until you download your pay pool file from CAS2Net and import it into the spreadsheet
- The rows will contain information on each demo employee in you pay pool as of 30 Sept 2003
- The spreadsheet can be used to enter or modify factor scores (categorical and numerical)
- The primary use of the spreadsheet is the allocation of General Pay Increase (GPI), Contribution Rating Increase (CRI), and Contribution Award (CA) dollars to employees based on their Overall Contribution Scores (OCS)

## 2. How do I get the spreadsheet?

- Create a folder on your computer in which you want to store the spreadsheet
- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Pay Pool Notices” from the links on the left
- In the File Name column, you should see an underlined link to a file called “CCASv5.0.xls”
- Follow the download instructions on your screen – they vary depending on which browser you are using
- When prompted for a save location, point to the folder you created
- Save the file (it may take a minute or two to download)
- You now have the “empty” CCAS spreadsheet saved on your computer!

### 3. How do I get my pay pool data for the spreadsheet?

- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Offline Interface” from the links on the left
- Click the “Download Employee Data” button
- In the File Name column, you should see an underlined link to a file called “ppXXX\_to\_CCAS.csv” where “XXX” is your pay pool number
  - Do NOT download any of the files labeled “ppXXX\_to\_Sub-Panel\_Name.csv”; these files will NOT import into the CCAS spreadsheet!
- Follow the download instructions on your screen – they vary depending on which browser you are using
- When prompted for a save location, point to the folder you created for storing the CCAS spreadsheet
- Save the file
- You now have your pay pool data ready for import into the “empty” CCAS spreadsheet saved on your computer!

## 4. How do I get the data into the spreadsheet?

- Open the CCAS spreadsheet (CCASv5.0.xls)
- When prompted, select “Enable Macros”
  - If you don’t get this prompt, your security setting in Excel may be set too high. In Excel, go to <tools><macro><security> and change the setting to “Medium”
- Once the spreadsheet is open (which may take a few seconds), click the “Import” button on the custom toolbar at the top. You will be prompted to select the file to be imported
- Select the file you downloaded from CAS2Net (ppXXX\_to\_CCAS.csv) and click “Open”
- Depending on the size of your pay pool, this may take a few minutes, during which time the screen will flash and change
- You will receive a confirmation message that the import was successful. Go to the tab labeled “Data” and confirm that you have a row of data for each demo employee in your pay pool

## 5. What do I do if the data is wrong?

- If you discover personnel data that is wrong in the spreadsheet, such as pay, presumptive status, career path, or broadband, it must be corrected in CAS2Net (these columns are protected in the spreadsheet and cannot be changed!)
- However, to preserve any scores or pay adjustments you have made in the spreadsheet, you must first transfer the data to CAS2Net as follows:
- Click the “Export” button on the custom toolbar and at the prompt indicate where you want the export file saved (the file name is “ppXXX\_to\_Master.csv” where XXX is your pay pool number)
- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Offline Interface” from the links on the left
- Click the “Upload Employee Data” button and then click “Browse” to locate the file you just exported from the spreadsheet. Once you have selected it, click “Open” and then “Upload File”. After a few seconds you should see a list of the records that were successfully uploaded and any errors that were encountered.

## 5. What do I do if the data is wrong? (cont'd)

- Now you are ready to correct the erroneous personnel data in CAS2Net  
– see the instructions for Data Maintenance
- Once the errors have been corrected, repeat steps 2 and 3 to download the corrected data to your computer and then import it back into the CCAS spreadsheet
- You now have correct personnel data in your spreadsheet, including any score or pay information you had entered before discovering the errors

**This is called a “Round Trip” and you may have to do several of them during the cycle. Be sure to follow the instructions carefully so you do not lose any valuable information in the spreadsheet**

## 6. How do I enter/change preliminary scores?

- Depending on how your pay pool operates, your employees may or may not have categorical scores when you import data into the CCAS spreadsheet. If you need to enter or change categorical scores, follow these steps:
- On the “Data” tab click “Scores” under “GoTo” in the upper left corner of the worksheet – this will take you to columns AB through AG which contain the preliminary or categorical scores
  - Note that the employees’ names and SSN’s remain visible no matter where you are on the Data sheet
- To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid categories for the employee’s Career Path, and then select the category you want to enter

## 6. How do I enter/change preliminary scores? (cont'd)

- You can also type in the categories (e.g., 2H, 3M, 4L); however, if you type something that doesn't match a valid category for the employee's career path, you will get an error message

**Please do not copy and paste ranges of preliminary scores into the CCAS spreadsheet from another spreadsheet. If any of the scores are inappropriate for the employee's Career Path you can damage the spreadsheet**

**Also, please do not delete preliminary scores once they are entered. If you want to replace them with blanks, select the blank from the top of the dropdown list of valid categories**



## 7. How do I enter/change integer scores?

- Depending on how your pay pool operates, your employees may or may not have numerical scores when you import data into the CCAS spreadsheet. *Before your pay pool manager can proceed with pay adjustments, every non-presumptive employee must have numerical scores for all six factors!!* If you need to enter or change numerical scores, follow these steps:
- On the “Data” tab click “Scores” under “GoTo” in the upper left corner of the worksheet – this will take you to columns AH through AM which contain the numerical scores
- To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid numerical scores for the corresponding categorical score, and then select the number you want to enter
  - If there is no corresponding categorical score for a factor, the drop-down list includes the entire range of numerical scores appropriate for the employee’s Career Path and broadband

## 7. How do I enter/change integer scores? (cont'd)

- You can also type in the numbers; however, if you type something that doesn't match a valid score for the corresponding categorical score, you will get an error message

**Please do not copy and paste ranges of numerical scores into the CCAS spreadsheet from another spreadsheet. If any of the scores are inappropriate for the corresponding categorical score you can damage the spreadsheet.**

## 8. How can I format the spreadsheet for printing or projecting?

- You can hide a row or column by selecting any cell in the row or column and then clicking the appropriate “Hide” button on the custom toolbar at the top of the Data tab. If you “hover” on the button it will indicate whether it hides rows or columns (the graphic on the button provides the same information)
  - You can hide ranges of rows or columns by highlighting cells across the range and then clicking the appropriate “Hide” button
  - You can unhide rows/columns by highlighting the cells on each side of the hidden rows/columns and then clicking the appropriate “Unhide” button
  - You can unhide all hidden rows/columns by clicking on the appropriate “Unhide All” button
- You can sort the rows on the Data tab by clicking on the “Sort” button on the custom toolbar at the top of the sheet. You can sort on any column, or combination of up to three columns. Sorts may be in either ascending or descending order.

## 8. How can I format the spreadsheet for printing or projecting? (cont'd)

- You can display only the rows containing a particular value in a particular column by using filters or combinations of filters (e.g., display only NH-2s). Each column heading contains a drop-down arrow – activate the filter by clicking the arrow and then selecting the value you want displayed from the list.
  - Once a filter is activated, the drop-down arrow turns blue. You can de-activate the filter by clicking the blue arrow and selecting “All” from the list.
  - You can de-activate all filters in the spreadsheet by clicking the “Clear All Filters” button on the custom toolbar
- You can highlight a cell or range of cells by selecting the cells and then clicking the “Highlight” button on the custom toolbar at the top of the sheet. This gives you a pallet of colors with which to highlight the cells. You can remove the highlighting by selecting the cells, clicking the “Highlight” button and clicking the “No Fill” button.
- You can print sections of the spreadsheet by selecting the area to be printed, then going to <File><Print Area><Set Print Area> and then printing the selection
  - You will always get columns A and B (first and last name) in addition to the columns you selected. You will also always get the column headings.

## 9. What reports/displays are available to help my pay pool review scoring results?

- Matrix Tab – Lists employees by factor score and OCS within each Career Path and by OCS for the entire pay pool. The sort order can be changed with the buttons on the left.
- Rails Tab – Shows the number and percent of employees by rail zone within each Career Path and overall.
  - *Inferred* distribution is estimated from categorical scores (if you use them)
  - *Final* distribution is based on numerical scores
- Delta Stats Tab – Shows average Delta OCS by Career Path and by first-level supervisor. Delta OCS is the difference between an employee's expected OCS (computed from their base pay and the Standard Pay Line) and their actual OCS
  - You can compute Delta OCS for groups other than first-level supervisor by identifying the groups in Column H (Wildcard 1) on the Data tab and then clicking the "Wildcard 1" radio button under "Delta Plot Grouping" at the top of the Delta Stats tab
  - The report also shows Standard Deviation, a statistical measure of the range of Delta OCS for each group

## 9. What reports/displays are available to help my pay pool review scoring results? (cont'd)

- Delta Plot Tab – Plots the information from the Delta Stats tab graphically
- Cur OCS Tab – Scatter plot of each employee's current base pay and OCS superimposed on the SPL and rails (most useful display)
  - Each Career Path is shown with a different symbol; symbol size can be changed with the "Format" button on the custom toolbar
  - Each employee's name can be viewed by "hovering" the cursor arrow on the dot
- Inf OCS Tab – Scatter plot of each employee's current base pay and *estimated* OCS (based on categorical scores) superimposed on the SPL and rails
- New OCS Tab – Scatter plot of each employee's *new* base pay and OCS superimposed on the SPL and rails

**You can copy and paste the scatter plots into PowerPoint or Word, but be sure to use <Edit><Paste Special><Picture> or you will copy the entire spreadsheet into your briefing or document!!**

## 10. How do I help my pay pool manager set up a pay scenario?

- Go to the “Parameters” tab and do the following:
- In the yellow cell next to “CRI%” type in your pay pool’s CRI percent. This must be at least 2.0% unless your pay pool is in its first CCAS cycle, in which case it must be at least 2.4%
- In the cell next to “CRI Set-Aside” type in either the percent or dollar amount of the CRI pot you want set aside for discretionary allocation
  - This should not exceed 20%
  - The radio buttons tell the spreadsheet whether you are going to enter the set-aside as a percentage or dollar amount
- In the yellow cell next to “Awd%” type in your pay pool’s CA percent. This must be at least 1.0% unless your pay pool is in its first CCAS cycle, in which case it must be at least 1.3%
- In the cell next to “Awd Set-Aside” type in either the percent or dollar amount of the CA pot you want set aside for discretionary allocation
  - The radio buttons tell the spreadsheet whether you are going to enter the set-aside as a percentage or dollar amount

## 10. How do I help my pay pool manager set up a pay scenario? (cont'd)

- In the yellow cell next to “Beta 1 (CRI)” designate what pay line your pay pool wants to use as its target for adjusting base pay
  - Default is “0” (Standard Pay Line, or SPL)
  - “1” (Upper Rail)
  - “-1” (Lower Rail)
- In the yellow cell next to “Beta 2 (CA)” designate what pay line your pay pool wants to use as its target for setting awards
  - Default is “0” (Standard Pay Line, or SPL)
  - “1” (Upper Rail)
  - “-1” (Lower Rail)
- In the yellow cell next to “Minimum CRI dollar amount” type in the smallest annual pay raise your pay pool wants to allow

**This does not mean everyone in your pay pool will get at least that amount! It means that if the spreadsheet computes an amount less than that, it will be set to ZERO!! Some pay pools use this parameter to prevent employees from getting insignificant raises**



## 10. How do I help my pay pool manager set up a pay scenario? (cont'd)

- In the yellow cell next to “Minimum CA dollar amount” type in the smallest award your pay pool wants to allow

**This does not mean everyone in your pay pool will get at least that amount! It means that if the spreadsheet computes an amount less than that, it will be set to ZERO!! Some pay pools use this parameter to prevent employees from getting insignificant awards**

- The rest of the information on the Parameter tab is read-only, you cannot change it.
- You can reset all parameters to their default values with the button at the top of the screen
- Once you set the parameters, they will “survive” round trips to CAS2Net

**Use discretionary CRI and CA with great care. The spreadsheet automatically allocates money in a fair and rational manner, consistent with all AcqDemo rules. If your pay pool sets aside discretionary money, it must also be allocated in a rational, consistent manner**

## 11. How can I keep certain employees from automatically receiving CRI and/or CA in the spreadsheet?

- This is usually done for employees who are leaving AcqDemo or being promoted during the post-cycle period (1 Oct 03 through the start of the first pay period in 2004). Since they will not receive a pay increase from CCAS in 2004, exempting them from the spreadsheet computations retains money in the pay pool for allocation to other employees.
- The process is as follows:
  - Go to columns R and S on the “Data” tab and scroll down until you find the employee you want
  - The default value in these columns is “0”, if you want to exempt the employee from the automatic CRI allocation, click in column R, click the down arrow, and select “1” from the drop-down list (or just type a “1” into the cell)
  - Do the same thing in column S if you want to exempt the employee from the automatic CA allocation

## 12. How can I convert CRI to CA for employees leaving AcqDemo?

- Some pay pools do this for employees who are retiring or leaving AcqDemo during the post-cycle period (1 Oct 03 through the start of the first pay period in 2004). Since they cannot receive their CRI as a pay increase in 2004, the spreadsheet has a feature allowing you to give it to them as an award.
- The process is as follows:
  - Go to column T on the “Data” tab and scroll down until you find the employee you want
  - The default value in this column is “1”, which means that if the employee’s CRI puts them over a pay cap, the amount over the cap is automatically added to their award amount. If you want ALL of the employee’s CRI added to their award amount regardless of pay caps, click in column T, click the down arrow, and select “2” from the drop-down list (or just type a “2” into the cell)
  - If you do not want capped CRI to roll over to CA, select or type “0” in column T

### 13. How can I give GPI to employees in Zone A?

- Employees in Zone A (above the upper rail) do not automatically receive the General Pay Increase (GPI). The pay pool manager may give them all or part of the GPI as follows:
- Click on “GPI” under “GoTo” on the Data tab. This takes you to the GPI section of the spreadsheet. Scroll over to column CA, “Discretionary G Amount”
- As you scroll down through the employees, the ones highlighted in yellow are in Zone A. The pay pool manager may type in a discretionary GPI amount up to the maximum amount shown in column BY

**AcqDemo policy does not encourage giving GPI to employees in Zone A. Freezing the pay of these individuals while the SPL and rails move up each year helps bring them into the Appropriately Compensated zone more quickly. Withholding GPI also increases the size of the CRI pot.**

**Ultimately, it is a pay pool panel/personnel policy board**

## 14. How do I give discretionary CRI to employees?

- If your pay pool manager has set aside part of your CRI budget for discretionary allocation, here is how you allocate it:
- Click on “CRI” under “GoTo” on the Data tab. This takes you to the CRI section of the spreadsheet. Go to column CG, “(PPM Input) -Discretionary CRI”
- The cell in row 8 at the top of this column shows the amount of discretionary CRI available for allocation. As the money is allocated, this cell keeps track of the remaining balance.
- As you scroll down through the employees, the ones highlighted in yellow are eligible for discretionary CRI. The pay pool manager may type in discretionary CRI amounts until the available balance has been fully allocated. The spreadsheet will not allow you to allocate more than the total amount available.

## 15. How do I give discretionary CA to employees?

- If your pay pool manager has set aside part of your CA budget for discretionary allocation, here is how you allocate it:
- Click on “Awards” under “GoTo” on the Data tab. This takes you to the CA section of the spreadsheet. Go to column CV, “(PPM Input) -Discretionary Award”
- The cell in row 8 at the top of this column shows the amount of discretionary CA available for allocation. As the money is allocated, this cell keeps track of the remaining balance.
- As you scroll down through the employees, the ones highlighted in yellow are eligible for discretionary CA. The pay pool manager may type in discretionary CA amounts until the available balance has been fully allocated. The spreadsheet will not allow you to allocate more than the total amount available.

## 16. What should I check for when I'm done?

- First, click the “Validate” button on the custom toolbar at the top of the Data tab. When you click this button, the spreadsheet automatically checks for the following conditions:
  - Numeric factor scores that are outside the appropriate numeric range for the corresponding factor category score. This situation can occur if you change a category score, but forget to also change the corresponding numerical score. Missing (blank) numerical scores are also identified.
  - Discretionary GPI amounts that exceed the maximum allowable amount. This situation can occur if the final approved GPI percentage is less than the estimated percentage initially used in the spreadsheet.
  - Discretionary CRI given to employees not eligible to receive it (e.g., Zone A, presumptive due to time, or on retained pay). This might occur if an employee's status is changed in the spreadsheet after discretionary CRI has been given.
  - Total discretionary CRI exceeds the amount set aside. This can occur if the set aside amount is reduced after discretionary CRI has been allocated to employees.

## 16. What should I check for when I'm done? (cont'd)

- Discretionary CA given to employees in Zone A. This situation can occur if an employee's OCS is changed, moving them into Zone A, after already receiving discretionary CA.
- Total discretionary CA exceeds the amount set aside. This can occur if the set aside amount is reduced after discretionary CA has been allocated to employees.
- The spreadsheet identifies invalid data by putting a red circle around each bad cell. It also puts a red tag with the word "invalid" above the heading of each column containing one or more invalid data elements to make it easier for you to locate the red circles. You can clear the red circles by either correcting the invalid data and clicking the "Validate" button again, or by clicking the "Clear Circles" button next to the "Validate" button.
- As a minimum you should validate your spreadsheet anytime GPI is changed to a lower percentage, or anytime your CRI or CA set-aside amounts are reduced. It is also a good idea to run the validation periodically throughout the CCAS process, and certainly before you make your final upload from the spreadsheet to CAS2Net.



## 16. What should I check for when I'm done? (cont'd)

- Next, go to the Awards section of the Data tab, find column CY (“Awards >\$10K”), and look for values of “Yes” in that column. All awards greater than \$10,000 must be approved by your installation commander – bring these to the immediate attention of your pay pool manager.
- Then go to the next column (CZ – “Unsat Adjective Rating?”) and look for values of “Yes” in that column. If these individuals are receiving awards, you will have to work with your servicing personnel office to manually upload their awards because they will reject from the mass upload.
- Finally, go over to column DE (“Mandatory CIP”) and look for values of “1” in that column. These employees must immediately be placed on a Contribution Improvement Plan – bring these to the attention of your pay pool manager.

## 17. How can I create my own columns and rows in the spreadsheet?

- There are 8 Wildcard Columns on the Data tab – these are “open” and you may enter anything you want in those cells
  - The values you enter will survive a round trip
  - You can edit the column heading by placing the cursor in the cell above the heading and then using the down arrow to enter the cell
  - ***If you enter a formula in a Wildcard Column, be sure to also enter it in the yellow cell at the bottom of the column so it will survive round trips***
- There are also 5 Open Rows at the bottom of the Data tab – these can be used to enter formulas for computing column totals, averages, etc.
  - ***These formulas will survive a round trip if you use the same spreadsheet throughout the process***

## 18. How do I get the data back to CAS2Net when I'm done?

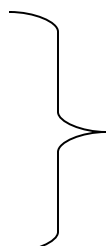
- When you are absolutely certain that all scores and pay adjustments in the spreadsheet are correct and final (usually in late December), do the following:
  - Click the “Export” button on the custom toolbar to create and save your final “ppXXX\_to\_Master.csv” file
  - Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
  - Select “Offline Interface” from the links on the left
  - Click the “Upload Employee Data” button and then click “Browse” to locate the file you just exported from the spreadsheet. Once you have selected it, click “Open” and then “Upload File”. After a few seconds you should see a list of the records that were successfully uploaded and any errors that were encountered.
  - ***If (and only if) there were no upload errors, check the “Confirm if Final Upload” box and click the “Return” button***
  - If you need to make changes, click the “De-Certify Final Upload” button on the Offline Interface screen and repeat the final upload process

## 19. How do I generate Part I's?

- Before generating your Part I's, filter the rows on the Data tab to display just the employees for whom you want to generate forms. For example, you might only want to generate forms for employees in one organization or who report to one particular supervisor. Then sort the rows in the order you want the forms generated.
- Then, go to the "Contents" tab and click the link "Generate Part I of Appraisal Forms". You will get a dialog box called "Print Options" with the following choices:
  - "Date for Pay Pool Manager Signature", which shows the current date - you can change the date to whatever you want to appear on the Part I's as the PPM signature date. Enter dates in the same format shown in the dialog box

## 19. How do I generate Part I's? (cont'd)

- A check-box for “Print Page 2 (scores)” – check this box only if you want to supplement the normal one-page Part I with all or some of the following information on a second page:
  - Factor Scores
  - Delta OCS
  - Relative Score
  - Bigger Plot



Check the boxes to indicate which of these you want printed on page 2
- You will be asked to select a save location for the forms – the forms are stored in batches of 40, so if you have more than 40 employees selected, you will be asked for a save location for each batch. The files are automatically named “Form\_1.xls”, “Form\_41.xls”, “Form\_81.xls” etc. Be patient, it might take several minutes to generate the forms.
- Once the forms are generated and saved, you will be asked if you want to print them. You can either print them immediately, or you can close the file and print them later.



## **Sub-Panel Meeting Spreadsheet**

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1. What is the Sub-Panel meeting spreadsheet?
2. How do I get the spreadsheet?
3. How do I get the sub-panel data for the spreadsheet?
4. How do I get the data into the spreadsheet?
5. What do I do if the data is wrong?
6. How do I enter/change preliminary scores?
7. How do I enter/change integer scores?
8. What reports/displays are available to help the sub-panel review scoring results?
9. How do I get the data back to CAS2Net when I'm done?

## 1. What is the Sub-Panel Meeting spreadsheet?

- It is an off-line alternative to the on-line Sub-Panel module in CAS2Net
- The main Data tab looks and functions just like the CCAS spreadsheet, except ***it does not include the pay or awards columns***
- The Data tab can be used to enter or modify factor scores (categorical and numerical), just like the CCAS spreadsheet
- The spreadsheet also includes a user interface that mimics the functionality of the on-line Sub-Panel module in CAS2Net



## 2. How do I get the spreadsheet?

- Create a folder on your computer in which you want to store the spreadsheet
- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Pay Pool Notices” from the links on the left
- In the File Name column, you should see an underlined link to a file called “Sub-Panel Meeting\_v1.0.xls”
- Follow the download instructions on your screen – they vary depending on which browser you are using
- When prompted for a save location, point to the folder you created
- Save the file (it may take a minute or two to download)
- You now have the “empty” Sub-Panel Meeting spreadsheet saved on your computer!

### 3. How do I get the sub-panel data for the spreadsheet?

- Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
- Select “Offline Interface” from the links on the left
- Click the “Download Employee Data” button
- In the File Name column, you should see underlined links to a series of files called “ppXXX to Sub-Panel Name.csv” where “XXX” is your pay pool number and “Name” is the name of each of your pay pool’s sub-panel managers
  - Do NOT download the file labeled “ppXXX to CCAS.csv”; this file will NOT import into the Sub-Panel Meeting spreadsheet!
- Select the file for the sub-panel manager you want and then follow the download instructions on your screen – they vary depending on which browser you are using
- When prompted for a save location, point to the folder you created for storing the Sub-Panel Meeting spreadsheet and save the file
- You now have the sub-panel data ready for import into the “empty” Sub-Panel Meeting spreadsheet saved on your computer!

**You will have to repeat this process for each sub-panel manager in your**

**pay pool**

### 3. How do I get the sub-panel data for the spreadsheet? (cont'd)

- Note that sub-panel managers cannot download the spreadsheet themselves, only data maintainers can
- However, once you give them the “empty” spreadsheet, they can download their sub-panel data themselves for import into the spreadsheet, and they can upload scores back to CAS2Net themselves
- Once you, as the data maintainer, lock the sub-panel, the manager can no longer do file downloads or uploads, but you will still be able to

## 4. How do I get the data into the spreadsheet?

- Open the Sub-Panel Meeting spreadsheet (Sub-Panel Meeting\_v1.0.xls)
- When prompted, select “Enable Macros”
  - If you don’t get this prompt, your security setting in Excel may be set too high. In Excel, go to <tools><macro><security> and change the setting to “Medium”
- Once the spreadsheet is open go to <File><Save As> and save the file with the name of the Sub-Panel manager added to the file name
  - This will preserve the “empty” spreadsheet for use by other sub-panels
- Next, click the “Import” button on the custom toolbar at the top. You will be prompted to select the file to be imported.
- Select the file you downloaded from CAS2Net (“ppXXX\_to\_Sub-Panel\_Name.csv”) and click “Open”
- Depending on the size of the sub-panel, this may take a few minutes, during which time the screen will flash and change
- You will receive a confirmation message that the import was successful. Go to the tab labeled “Data” and confirm that you have a row of data for each demo employee in the sub-panel.

## 5. What do I do if the data is wrong?

- Just like the CCAS spreadsheet, if you discover personnel data that are wrong in the Sub-Panel Meeting spreadsheet, they must be corrected in CAS2Net – these columns are protected in the Sub-Panel Meeting spreadsheet and cannot be changed!
- Therefore, you must do a “round trip” to preserve any scores you have entered before correcting the errors in CAS2Net – see the CCAS spreadsheet instructions for how to do a round trip

## 6. How do I enter/change preliminary scores?

- Depending on how your pay pool operates, employees may or may not have categorical scores when you import data into the Sub-Panel meeting spreadsheet. There are 2 ways to enter or change categorical scores:
- One way is as follows:
  - Just like the CCAS spreadsheet, click “Scores” under “GoTo” in the upper left corner of the “Data” tab– this will take you to columns V through AA which contain the categorical scores
    - Note that the employees’ names and SSN’s remain visible no matter where you are on the Data sheet
  - To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid categories for the employee’s Career Path, and then select the category you want to enter
  - You can also type in the categories (e.g., 2H, 3M, 4L); however, if you type something that doesn’t match a valid category for the employee’s career path, you will get an error message

## 6. How do I enter/change preliminary scores? (cont'd)

- Another way is as follows:
  - The second way to assign categorical scores is to go to the “Contents” tab and click on the link “Group into Categories”
  - This brings up a interface that looks and operates just like the categorical Score module in CAS2Net – see those instructions for how to use the interface

## 7. How do I enter/change integer scores?

- Depending on how your pay pool operates, employees may or may not have numerical scores when you import data into the Sub-Panel meeting spreadsheet. There are 2 ways to enter or change numerical scores
- One way is as follows:
  - Just like the CCAS spreadsheet, click “Scores” under “GoTo” in the upper left corner of the “Data” tab- this will take you to columns AB through AG which contain the numerical scores
  - To enter or change a score, simply click in the appropriate cell, then click the down arrow to open the list of valid numerical scores for the corresponding categorical score, and then select the number you want to enter
    - If there is no corresponding preliminary score for a factor, the drop-down list includes the entire range of numerical scores appropriate for the employee’s Career Path and broadband
  - You can also type in the number; however, if you type something that doesn’t match a valid score for the corresponding categorical score, you will get an error message



## 7. How do I enter/change integer scores? (cont'd)

- Another way is as follows:
  - The second way to assign numerical scores is to go to the “Contents” tab and click on the link “Group into Categories”
  - This brings up a interface that looks and operates just like the Categorical Score module in CAS2Net – see those instructions for how to use the interface

## 8. What reports/displays are available to help the sub-panel review scoring results?

- Matrix Tab – Lists employees by factor score and OCS within each Career Path and by OCS for the entire pay pool. The sort order can be changed with the buttons on the left.
- Rails Tab – Shows the number and percent of employees by rail zone within each Career Path and overall.
  - *Inferred* distribution is estimated from preliminary scores (if you use them)
  - *Final* distribution is based on integer scores
- Delta Stats Tab – Shows average Delta OCS by Career Path and by first-level supervisor. Delta OCS is the difference between an employee's expected OCS (computed from their base pay and the Standard Pay Line) and their actual OCS
  - You can compute Delta OCS for groups other than first-level supervisor by identifying the groups in Column H (Wildcard 1) on the Data tab and then clicking the "Wildcard 1" radio button under "Delta Plot Grouping" at the top of the Delta Stats tab
  - The report also shows Standard Deviation, a statistical measure of the range of Delta OCS for each group

## 8. What reports/displays are available to help the sub-panel review scoring results? (cont'd)

- Delta Plot Tab – Plots the information from the Delta Stats tab graphically
- Cur OCS Tab – Scatter plot of each employee's current base pay and OCS superimposed on the SPL and rails (most useful display)
  - Each Career Path is shown with a different symbol; symbol size can be changed with the "Format" button on the custom toolbar
  - Each employee's name can be viewed by "hovering" the cursor arrow on the dot
- Inf OCS Tab – Scatter plot of each employee's current base pay and *estimated* OCS (based on preliminary scores) superimposed on the SPL and rails

**You can copy and paste the scatter plots into PowerPoint or Word, but be sure to use <Edit><Paste Special><Picture> or you will copy the entire spreadsheet into your briefing or document!!**

## 9. How do I get the data back to CAS2Net when I'm done?

- When the Sub-Panel meeting is finished, do the following:
  - Click the “Export” button on the custom toolbar to create and save a file called “ppXXX\_to\_Master\_Name.csv” file
  - Go to the CAS2Net website (<https://acqdemoii.army.mil>) and log in
  - Select “Offline Interface” from the links on the left
  - Click the “Upload Employee Data” button and then click “Browse” to locate the file you just exported from the spreadsheet. Once you have selected it, click “Open” and then “Upload File”. After a few seconds you should see a list of the records that were successfully uploaded and any errors that were encountered.



## **Help Desk and Schedule of Events**

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# What do I do if I have a problem?

- First, try to resolve the problem locally – talk to CCAS experts in your pay pool or other data maintainers at your location
  - At Edwards AFB, check with your local AcqDemo Project Office
- If you are having problems connecting to the CAS2Net website, contact the server hosting agency (Army ALTESS)
  - 1-800-981-3234
- If you are having problems with your personnel data or DCPDS, contact:
  - Darlene Reinhard, SRA, (210) 832-5214, darlene\_reinhard@sra.com
  - Mike Simmons, SRA, (210) 832-5229, mike\_simmons@sra.com
- If you are having problems with the CCAS or Sub-Panel spreadsheets, contact one of the following:
  - Mike Bowling, SRA, (210) 832-5221, mike\_bowling@sra.com
  - Andy Bacon, AcqDemo PO, (703) 681-3530, andy.bacon@osd-acm.dau.mil
  - Dan Leighton, SRA, (210) 832-5225, dan\_leighton@sra.com

# What do I do if I have a problem? (cont'd)

- If you are having problems with CAS2Net, contact one of the following:
  - Karl Boehm, SRA, (703) 558-4065, karl\_boehm@sra.com
  - Tony Hoang, SRA, (703) 526-4872, tony\_hoang@sra.com
  - Bob Rue, SRA (210) 832-5232, bob\_rue@sra.com
- ***Check the AcqDemo website ([www.acqdemo.com](http://www.acqdemo.com)) regularly for information and updates***
  - Help desk numbers will also be posted on the website
- Any significant announcements will be emailed to the data maintainers from the AcqDemo Project Office

# Notional Schedule of 2003 CCAS Events

- Training
  - 25 - 28 August - Ft. Belvoir, VA training
  - 26 - 28 August - Edwards AFB, CA training
  - 9 - 10 September - Picatinny, NJ training
  - 11 September - Warren, MI training
  - 16 September - Huntsville, AL training
- Sept thru Oct -- Data Maintainers update and correct their databases
- Oct, Nov - SRA checks pay pool data against DCPDS and posts discrepancy reports on CAS2Net
- ? Dec -- Final GPI and locality rates loaded into CAS2Net -- **Data Maintainers MUST make a round trip to capture the new rates**
- ? Dec -- Data maintainers must certify final uploads to CAS2Net
- 5-9 Jan - SRA uploads scores and pay changes to DCPDS
- 11 Jan -- New pay rates go into effect
- ~ 30 Jan -- Employees receive first pay checks at the new rates